

CONFIDENTIAL APPLICATION FORM

Surname		Title	
Address		First Name(s)	
		Tel – day	
		Tel – home	
Postcode		Tel – mob	
NI No		E-mail	

Are you eligible to work in the UK? Yes No Visa Required

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Sussex Recruitment Ltd for temporary work

Under the terms of the rehabilitation of Offenders Act 1974, you are required by law to disclose any unspent convictions. Please provide relevant details.

EDUCATION AND QUALIFICATIONS (Employers will ask for verification of grade details)

Secondary School

Qualification	Subject	Grade	Qualification	Subject	Grade

University/College

Qualification	Subject	Grade

Other Qualifications (with grades if relevant):
 E.g, NVQ, Professional Qualifications

Date (for verification)

If there are any special conditions which must be fulfilled before you take up an assignment, or any qualifications required of you by law to do any of the jobs you are now considering, please state (e.g. FSA regulation, CRB clearance)

PRESENT EMPLOYMENT

Name of employer

Address

Postcode

Job Title

Date started current post

Date commenced with employer

Salary/Wage/Benefits

Notice required

Briefly describe your present job; its main purpose, who you report to and your responsibilities:

PREVIOUS EMPLOYMENT

Please list in chronological order (including any vocational work and service with H.M. Forces)

Name and Address	From/To	Salary	Main duties/responsibilities	Reason for leaving

Do you have a driving licence? Yes No Do you have, Yes No
 or access to, a vehicle?

How do you currently travel to work? Car Train Bus

How long in duration of time are you prepared to travel each day? Hours

SKILLS

WP PACKAGES	Basic	Int	Adv	LANGUAGES	Basic	Int	Adv
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corel Draw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dreamweaver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freelance Graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvard Graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KEYBOARD SKILLS	Estimated Speed		
Lotus 1 2 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy Typing			
Lotus Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audio Typing			
MS Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shorthand			
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data Input (kdph)			
Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWITCHBOARD (Please specify)			
Prince 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

HEALTH

The disability Discrimination Act protects all workers from being treated less favourably on the basis of any disability. The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service, and to find out your needs in order to perform the job or position sought. Sussex Recruitment Ltd is committed to supporting diversity in the workplace. In order to only place you in suitable vacancies, we need to be aware of any health issues that might mean you need extra support. Please list any illness or disability that may affect your performance for the vacancy sought:

The number of day's sickness absence in last 12 months

Reason

Number of day's unpaid leave in last 12 months

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Reason

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Temporary workers – please supply details of two referees who can be approached immediately:

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
Email:	Email:
Their Position:	Their Position :
Relationship to candidate:	Relationship to candidate:

Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Sussex Recruitment Ltd will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed:

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Date:

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Permanent candidates

1. Sussex Recruitment Ltd are to provide you permanent recruitment services that is to say we will act as an agency as defined under The Employment Agencies Act 1973.
2. You authorise Sussex Recruitment Ltd to seek work on your behalf.
3. In our recent telephone conversation/meeting/correspondence you informed us that you wish us to seek employment within the field of/ as a

Signed:

Date: