



REGISTRATION FORM

Personal Details

Title- Mr/Mrs/Miss/Ms/Other (please state) Surname

Forename(s) (preferred name).....

Address-

Post code Date of birth-

Telephone number- Fax number-

Mobile number- e-mail address-

Full Driving licence? - Yes No Other Motorcycle / HGV Class I / HGV Class II / PSV

Do you have transport ? Yes No

Do you hold a current Forklift licence? Yes No If 'Yes', Counterbalance Reach

Are you currently employed? Yes No

If yes, length of notice required to be given to current employer

Education, Qualifications & Attainments

<u>Dates</u>	<u>Secondary School/College/University</u>	<u>Qualifications attained</u>
.....to.....	Name.....
	Address
.....to.....	Name
	Address
.....to.....	Name
	Address

Employment/Career History

Please list previous employers, in order, starting with the current or most recent.

<u>Dates</u>	<u>Employer</u>	<u>Job Title</u>
.....to.....	Company Name.....
	Address

	Reason for leaving
.....to.....	Company Name
	Address

	Reason for leaving
.....to.....	Company Name
	Address

	Reason for leaving
.....to.....	Company Name
	Address

	Reason for leaving

You may use this space to add any further information in support of your application.

References

You may be requested at a later date to provide names and address of referees.

Employment Section

What type of employment are you seeking? (You may tick as many as you wish)

Permanent Temporary Casual

Sectors of work you are interested in:

Accounts	<input type="checkbox"/>	Data Input	<input type="checkbox"/>	IT	<input type="checkbox"/>
Administration	<input type="checkbox"/>	Design	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>
Care	<input type="checkbox"/>	Driving	<input type="checkbox"/>	Reception	<input type="checkbox"/>
Catering	<input type="checkbox"/>	Horticultural	<input type="checkbox"/>	Retail	<input type="checkbox"/>
Cleaning	<input type="checkbox"/>	Hospitality	<input type="checkbox"/>	Secretarial	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Warehouse	<input type="checkbox"/>
Other	<input type="checkbox"/>	Please specify			

Hours required - Full time Part time

What times are you able to work?

What days of the week are you able to work? Mon Tues Wed Thurs Fri Sat Sun

When are you available for employment?

What salary/wage/hourly rate are you seeking?.....

If you only require temporary employment, what dates are you available? From.....To.....

Terms and Conditions of Business

1. In cases of Temporary or Fixed Term period employment, Quality People is the employer. Full details will be given to you prior to commencement of an assignment.
2. Whilst Quality People does its utmost to give full and correct information concerning assignments and placements, it does not accept any responsibility for, and is not liable for any misrepresentation concerning any of its clients or any information as to an assignment, prospective position or placement.
3. Quality People gives no representation or warranty that any situation will remain available.
4. Quality People is not liable for any loss or expense caused by effecting or attempting to effect a meeting or interview following any introduction.
5. The candidate consents to the disclosure of any information on this application form, an attached Curriculum Vitae, or any information received from nominated referees to be forwarded to a prospective client who may have an assignment or placement deemed suitable. Also to be stored on Quality People's computerised record system.
6. Quality People is not responsible or liable for any loss or injury incurred to the candidate whilst on the premises of a client, or a client's client, that Quality People has introduced them to.
7. I understand that Quality People will destroy written, and delete computerised records, six months from the signing of this Registration Form, or earlier at my request, or six months from cessation of employment.

Declaration

I hereby request that Quality People act upon my behalf in attempting to find me suitable employment upon the Terms and Conditions printed above. I declare that to the best of my knowledge that all the information completed on the Registration Form is true, accurate and correct in all respects. I consent to any information on this form or CV, being forwarded by Quality People to clients or prospective employers, as they deem necessary, without further communication with myself.

Signed.....Date

For Office Use Only

Processed - Date..... ByDatabase No.....

Position(s) applied for Comments.....

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