



Accord Recruitment Ltd

50 Prescot Road, Fairfield
Liverpool, L70JA
Tel: 0151 345 6651 Fax: 0151 792 9148
www.accordrecruitmentuk.co.uk

Registration Form - Commercial

Please complete all sections of this form, to the best of your knowledge. If you experience any difficulties completing this form please ask a member of staff.

This information will not be passed on to any third party without your prior permission and is only used for the purpose of arranging employment for you.

Type of work applied for: Admin* / Secretarial* Work required? Temporary* / Permanent*

* Delete as applicable

Personal Details

Title: Surname: Forenames: Date of Birth:

Address: _____

Postcode: _____

Telephone (Home): Mobile: Sex M* / F*

* Delete as applicable

Do you require a work permit? Yes* / No* Nationality: National Insurance No: _____

Marital status? Single* / Married* / Divorced* / Widowed* Dependants Yes* / No*

Do you hold a full UK Driving Licence? Yes* / No* Are you registered disabled? Yes* / No*. If yes, please give details

If you have any criminal convictions please give details (other than those spent under the rehabilitation of offenders ACT 1974):

* Delete as applicable

It is company policy to take two references from previous employers

Name: Name:

Address: Address: _____

Position within Company: Position within Company:

Telephone No: Telephone No: _____

e-mail: e-mail: _____

Accord Recruitment operates an equal opportunities policy and does not discriminate against any person because of race, religion, colour, national origin, sex, marital status or disability.

Declaration:

I confirm that the details given are accurate and understand that any FALSE STATEMENT may affect my suitability for employment.

Signed: _____ Print Name: _____ Date: _____

Employment History

Please give details of employment for the past 5 years, giving details of any breaks in employment. Continue on a blank sheet if necessary.

Employers Names and Address	From:	To:	Position:	Salary/Hrly Rate:	Reason For leaving:
Current					

Previous Agency Experience

Agency	Company	Job	Period	Rate	Referee

Schools/Colleges Attended

Secondary Name/ Dates	Higher Education Name/ Dates	Exams/Qualifications

Other qualifications gained including professional qualifications:

.....

Bank / Building Society Details

Bank/Building Society

Account Name:

Address:

.....

Postcode:

Sort Code: Account Number:

.....

Next of Kin

Name:

Address:

.....

Postcode:

Relationship: Telephone (home):

.....

Telephone (work):

Please tick in the boxes below the skills that are most applicable to you:

PA	Receptionist	
Team Secretary	Customer Services	
Senior Secretary	Book Keeping	
Legal/Banking/Accounts Secretary (circle as appropriate)	Credit Control	
Call Centre	Payroll/Wages Clerk	
Administration	Do you speak any other languages:	
Telesales	List languages:	

Please tick in the boxes below the areas of law you have experience in:

Criminal	Probate	
IP	Conveyancing	
Employment	Entertainment	
Corporate Finance	Litigation	
Banking	Tax	
Matrimonial	Other -	
Family		

Please tick in the boxes below the Computer Packages you have and the experience and skills you have

	WPM	Yes	No	Basic	Intermediate	Advanced
Window 98/2000/XP Operating Systems						
MS Office Suite / Outlook						
Word Processing						
Access						
PowerPoint						
Excel						
Lotus						
Copy Typing						
Audio Typing						
Payroll						
Shorthand						
Minute taking						

Please indicate the particular salary scale you require

£8,000.00 - £10,000.00	£15,000.00 - £20,000.00	£25,000 - £30,000	
£10,000.00 - £15,000.00	£20,000.00 - £25,000.000	£30,000 +	
Please indicate the temporary rate you are hoping to achieve			

For office use only:

Interviewer's Name:

Fluency in English:

Written:

Spoken:

References requested on

Reference 1 received on

Reference 2 received on

Additional Comments

.....
.....
.....
.....
.....
.....
.....
.....
.....

Submitted documents:

.....
.....

Signature of Interviewer:

Date of Interview: