



**Accord Recruitment Ltd**

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Liverpool, L70JA  
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[www.accordrecruitmentuk.co.uk](http://www.accordrecruitmentuk.co.uk)

**Registration Form - Industrial**

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: Industrial\* / Driving\* / Skilled\* / Work required? Temporary\* / Permanent\*  
Sales\* / Hotels\*

\* 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): .....

**To be completed by Driving Applicants only**

**Vehicle Experience - Please tick all that apply**

Flat Beds		Skips	
Containers		Hiab Crane	
Tankers		Plant	
Refrigerated		Tippers	
Taut liners		Bulkers	
Draw Bar		Roll on /off	
Tilts		Low Loaders	

**Category of LGV License - Please tick all that apply**

Years Held:	C+E	Yes / No	C	Yes / No	C1	Yes / No
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**Vehicle Skills - Please tick all that apply**

	Areas Known	Know area Very well	Little Knowledge of the area	No Knowledge of the area
Multi – Drop	Liverpool			
Tachograph	St Helens			
Rope and Sheet	Knowsley			
Ratchet and Strap	Warrington			
Chains	Skelmersdale			
Nights Out	Southport			

**Please tick all Shifts Required**

Days	Nights	Weekends	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**To be Completed by Industrial Applicants only**

**Industrial Experience - Please tick all that apply**

Packer		Order Picker	
Assembler		Driver's Mate	
Sorter		Forklift Driver	
Loader		Road Sweeper	
General Laborer		Refuse Collector	
Warehouse Staff		Litter Picker	
Machine Operator		Cleaner	

**Please tick all Shifts Required**

Days	Nights	Weekends	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**To be completed by Catering Applicants only**

**Please tick in the boxes below the Particular areas you have Developed Experience and Skills**

Managers		Catering Assistant	
Restaurants		General Assistant	
Head Waiter		Bar Staff	
Plate Waiting		Kitchen Porter	
Silver Service Waiter		Night Porter	
Wine Waiter		Chambermaid	
		Room Service	

**Please indicate what level of Chef you are? Please tick - all that apply**

Head Chef		Carvery Chef	
Sous Chef		Breakfast Chef	
Chef de Partie		Chef Tournant	
Commis Chefs		Chef de Rang	
Pastry Chef		Demi – Chef de Partie	
Grill Chef			

**Please tick below the particular environment you have gained experience**

Fine Dining		Banqueting		Pub / Restaurant	
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**Please tick all Shifts Required**

Days	Nights	Weekends	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**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**

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**Submitted documents:** .....

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Signature of Interviewer: .....

Date of Interview: .....