

Your Current (or most recent) Position:

Position	Brief description of duties and responsibilities:
Employment Dates	
Company Name & Address	
Current Salary £	Reason for Leaving

Employment History:

Please tell us about your previous positions here.
If you need more space, use the 'Additional Information' box and include details on your CV.

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Employment Dates	
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Your Skills and Experience:

Please tell us about the skills and experience you have, by ticking and filling in these boxes

Commercial	Please tick (✓)	Industrial	Please tick (✓)
General Admin - ie: Filing / Photocopying / Faxing		Picking and Packing	
Customer Service - dealing with customers / queries		General Labouring - eg site labouring, loading etc	
Phone Work - making & taking phone calls		Warehouse - eg stock control / fork lift truck work	
Reception Work - greeting visitors etc		Assembly Work - ie manufacturing / production	
Switchboard User - Type of equipment :		Machine Operating Please tell us what machines you can use:	
Data Inputting - Keystrokes/Speed: (if known)		Skilled Tradesperson - eg Electrician/Plumber/ Joiner etc- Please tell us your trade (s):	
Typing Audio Shorthand Copy Speedwriting			
Accounts work Sales Ledger Purchase Ledger Credit Control Management Accounts Payroll Other (please specify)		Cleaning Domestic Industrial	
Payroll		Catering Specify Food Hygiene Certificate	
Sales Work - ie face to face selling, not on phone		General:	
Telesales - Calls to existing customers or 'cold-calling'		Management / Supervision of Staff – how many?	
CRB Check Date _____		Do you speak any Foreign Languages? If so, please state which languages and fluency:	

Computer Skills:						Please tell us about your computer skills, your level of experience and which packages you can use					
	None	Basic	Good	Advanced	Main programs used:						
Word Processing											
Spreadsheets											
Databases											
Internet and Email											
Other computer skills: e.g. desk-top publishing, web design, programming, network administration etc.	Please give details:										

References:		Please give details of 2 people we can contact for a reference (one should be your current or most recent employer)	
Referee's Name:		Referee's Name:	
Referee's Position		Referee's Position:	
Email:		Email:	
Company Name & Address:		Company Name & Address:	
Tel. No.		Tel. No.	

How did you hear about Shard Recruitment?						(please state)
Friend or Family	Yellow Pages	Newspaper	Jobcentre	Website	Other	

Please turn over to complete the last page of the form and **sign** the declaration

Health Questionnaire: To ensure your health and wellbeing at work, please complete the following health related questions.
This information is treated in confidence and only used to ensure your welfare at work.

1. **Do you currently suffer, or have you suffered in the past from any medical conditions which affect your ability to carry out some or all aspects of work, or to do certain types of jobs?** (eg a back complaint restricting your ability to lift things)
 Yes No
 If Yes, please provide details:

2. **Are you currently taking any medication or receiving treatment which may affect you at work?**
 Yes No
 If Yes, please provide details:

3. **Are you registered disabled?** Yes No **If Yes, please provide details:**

 If so, what reasonable adaptations could be made to help you at work?

4. **Do you smoke?** Yes No **Many companies operate a 'no smoking at work' policy. Is this acceptable to you?** Yes No

5. **Please give details of any absence from work in the last 12 months as a result of illness:**

Eligibility to work in the UK: To comply with legislation, all candidates must provide documentary evidence of their right to work in the United Kingdom. For full details of the evidence required, please ask our staff.

Are you legally permitted to work in the United Kingdom?
 Yes No

OFFICE USE ONLY:

Type of ID seen: **Copy/ copies on file:**
 Date: Initials:

BC Form signed
 Proof of ID
 CV Scanned
 Ref obtained
 T&C
 CRB

Convictions: 'Spent' convictions, under the terms of the Rehabilitation of Offenders Act 1974 need not be disclosed

Have you ever been convicted of a criminal offence? Yes No
 If Yes, please provide details:

Additional Information:

Please use this space to tell us more about yourself or to give us any other information regarding your application

Declaration:

- I declare that to the best of my knowledge and belief, the information provided on this form is true and complete. I understand that any misrepresentation or non-disclosure on my part may result in my employment being reconsidered.
- I confirm that I am legally entitled to reside and work in the United Kingdom
- I also agree to my personal details being held by Shard Recruitment (on manual and computer based systems) and that these details may be forwarded to prospective employers for the purpose of securing employment.
- I authorise Shard Recruitment to go to any of my previous employers for a reference.

Signed:

Dated:

Thank you for completing these details. Please return your form as soon as possible.