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## Registration Form

Select Recruitment request the information on this form to satisfy their client's regulations and are committed to equal opportunities. We assess candidate's suitability for positions regardless of their race, ethnic origin, gender, nationality, marital status, age, sexual orientation, creed, social class or medical condition.

**You are required to complete this form in your own hand writing, provide photographic identification, copies of all professional qualifications and work permit (if relevant).**

### **PERSONAL DETAILS**

First Name.....Middle Names.....  
(As per your passport)

Surname.....Address.....  
.....

Post Code.....Email Address.....

☎Home.....☎Mobile.....☎Work.....

Date of Birth.....Do you want your date of birth included on the CV Yes / No (re: discrimination Law)

Residentially Qualified? Yes/ No Date Resident Since.....No of years continuous in Jersey.....

Visa / Permit status..... How did you hear about Select Recruitment?.....

If Select Recruitment contact you at work they will always be discreet and not disclose where they are calling from

Employment Sought: .....

Dates: From..... To.....  
(Dates from and to if seeking temporary or contract employment)

Current Salary: £..... Expected salary £.....  
(Please do not include any bonuses or any other benefits received)

### **EDUCATION DETAILS**

Name of School..... Dates from..... to.....

Subjects	Qualifications	Grades

**FURTHER / HIGHER EDUCATION DETAILS**

Name of College ..... Dates from ..... to .....

Subjects and Qualifications obtained .....

Any other Professional Qualifications obtained .....

..... Dates from ..... to .....

..... Dates from ..... to .....

..... Dates from ..... to .....

**IT KNOWLEDGE (IT PACKAGES / SOFTWARE)**

= No knowledge       = Basic       = Intermediate       = Advanced

MS Office Suite: Access  Excel  Outlook  Word  PowerPoint  Internet Explorer

Please list any other systems / packages used.....

**EMPLOYMENT HISTORY (start with the most recent)**

1. From ..... to ..... Employer's (name & address).....

Job title ..... Brief description of duties.....

Hours worked.....per week      Basic salary £..... (without benefits etc)

Holidays..... Benefits.....

Reason for leaving.....Notice period.....

What are you looking for from your next position.....

2. From ..... to ..... Employer's (name & address).....

Job Title .....

Brief description of duties .....

Leaving salary £ ..... Reason for leaving .....

3. From ..... to ..... Employer's (name & address).....

Job Title .....

Brief description of duties .....

Leaving salary £ ..... Reason for leaving .....

**Please complete all of this section (\*If you answer yes to any of the following please give full details)**

\*Do you have any convictions, which under the terms of the ‘Rehabilitation of Offenders (Jersey) Law 2001’ are not considered “Spent”? Yes / No.....

\*Other Agencies used? Yes / No, please list the name/s.....

\* Please list Companies where your CV has been sent via other Agencies / sources.....

\*Are there any Firm(s) NOT to be approached? Yes / No,.....

\*Have you approached any Companies direct? Yes / No, please list the name/s .....

**LANGUAGES**

Please list any languages spoken / written and to what level.....

**REFERENCES & CREDIT CHECKS**

Will all reference and credit checks come back clear? Yes / No, if No, please give more details.....

*All candidates seeking temporary employment will be required to complete a credit reference check which will be carried out via a Debt Recovery Agent, prior to commencing any temporary employment.*

**DATA PROTECTION & DECLARATION / CONSENT (please read carefully before signing)**

By signing this form you are consenting to the use of your data for employment purposes and understanding that Select Recruitment will conduct credit checks, reference checks and verification of your qualifications. Details on this form will be provided to prospective employers. Please discuss any concerns with a Director or Recruitment Specialist.

Any role offered is subject to Select Recruitment and / or its client’s screening criteria being met, failure may result in the offer rescinded.

The information provided by me in this registration form is true and complete to the best of my knowledge. I understand that falsifying information may disqualify my application. All information held is treated in the strictest of confidence in compliance with the Data Protection (Jersey) Law 2005. I hereby give my permission to any of my former employers, tutors or any other contact persons and organisations to disclose to Select Recruitment any of my personal data insofar as it concerns my previous employment, entitlement to work in Jersey and education history. I also consent to this information being held and I shall in no way hold Select Recruitment Limited responsible for any information supplied by any such third party whether accurate or otherwise.

Please tick if you agree to Select Recruitment submitting your details to prospective employers without your prior consent if a situation requires prompt action.

Signed..... Date.....