

Registration No. _____

FOR OFFICE USE ONLY

- Temp Perm Temp to Perm
- Full Time Part Time Student

CLASSIFICATION (CATEGORY)	CLASSIFICATION (POSITIONS)	T/P

Eligibility to work checks:

Birth Certificate/Passport expiry date _____

National Insurance proof seen _____

Eligibility to work check passed _____

MBNA checks completed

Candidates must provide all from either list A or B

A

Passport _____ expiry date _____

National Insurance Number _____ evidence _____

or B

Photographic driving licence _____ issued _____

Full birth certificate _____

National Insurance Number _____ evidence _____

C—proof of address

Bank statement or Utility bill _____

Right to work at MBNA checked _____ consultant _____

Verified _____ name _____ date _____

PERSONAL DETAILS

Surname _____

Forenames _____

Preferred Name _____

Have you ever been known by any other name Yes No

If Yes please state _____

Current Address _____

Postcode _____

Country of Birth _____

Nationality _____

WORK PERMIT REQUIRED?
Yes No

National Insurance Number _____

Notice Period _____

Area: _____

Are we able to send job details by text message? Yes No

ANSWERPHONE

Home Telephone No _____

Yes No

Mobile _____

ANSWERPHONE

Yes No

Email Address _____

Driving Licence _____ Yes No

Own Transport _____ Yes No

Dates of holidays already booked _____

Permanent annual salary required £ _____

Temporary hourly rate required £ _____

Foreign Languages spoken or written (state fluency) _____

How did you become aware of The Business Connection _____

Other Agencies worked for	Companies worked for	How long?	Hourly rate	Position

Thank you for your interest in The Business Connection, we assure you that your details will be treated in the strictest of confidence. If you require any help with your application at any stage, please ask.

SKILLS & EXPERIENCE

Data Entry Alpha Numeric

Switchboard Type

Audio Shorthand

Computer Packages Used	Level of Ability		
	Basic	Good	High
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACCOUNTING EXPERIENCE

	Computerised	Software used	Manual
Management A/Cs	<input type="checkbox"/>		<input type="checkbox"/>
P&L	<input type="checkbox"/>		<input type="checkbox"/>
Cost A/Cs	<input type="checkbox"/>		<input type="checkbox"/>
Balance Sheet	<input type="checkbox"/>		<input type="checkbox"/>
Trial Balance	<input type="checkbox"/>		<input type="checkbox"/>
Nominal Ledger	<input type="checkbox"/>		<input type="checkbox"/>
Purchase Ledger	<input type="checkbox"/>		<input type="checkbox"/>
Sales Ledger	<input type="checkbox"/>		<input type="checkbox"/>
Payroll	<input type="checkbox"/>		<input type="checkbox"/>
Incomplete A/Cs	<input type="checkbox"/>		<input type="checkbox"/>
Other			

TEST RESULTS—for office use only

	TYPING		DATA ENTRY		CALL CENTRE		AUDIO		OTHER (specify)	
	Score	Error	Score	Error	Score	Error	Score	Error	Score	Error
Date										
Date										

BANK DETAILS

If you are looking for temporary position please supply your bank details

Bank:	Account Name:
Sort Code:	Account Number:
Are you happy to receive pay slips by email to the email address specified on previous page: Yes <input type="checkbox"/>	

EDUCATIONAL REFERENCE

If you have attended further education/school in the last 5 years, please supply contact details for reference/validation purposes.

Establishment:	To:	From:
Contact Name:	Referees Title:	
Address::		
Tel No:	Email Address:	

REFERENCES

Please note, we require references which cover the last five years, starting with your current or most recent job

Employer Name & Address	Contact Name
	Job Title From: To:
	Email
	Phone
	OK to contact for referencing immediately Yes <input type="checkbox"/>
Employer Name & Address	Contact Name
	Job Title From: To:
	Email
	Phone
	OK to contact for referencing immediately Yes <input type="checkbox"/>
Employer Name & Address	Contact Name
	Job Title From: To:
	Email
	Phone
	OK to contact for referencing immediately Yes <input type="checkbox"/>
Employer Name & Address	Contact Name
	Job Title From: To:
	Email
	Phone
	OK to contact for referencing immediately Yes <input type="checkbox"/>

CAREER HISTORY

Please give details of how you spent your time during any gaps in your 5 year employment history (including dates)

DECLARATION

I consent to The Business Connection sourcing vacancies on my behalf and my CV being sent to client companies of The Business Connection in support of my application. I understand that the information supplied in this registration form and attached Diversity Monitoring form, in addition to a copy of my curriculum vitae, will be stored in The Business Connection/Recruitment Solutions Ltd databases for the period of time that I am actively seeking employment with the assistance of The Business Connection/Recruitment Solutions Ltd. It will then be transferred to The Business Connection/Recruitment Solutions Ltd archive files where it will remain for the duration of the time I am actively registered with The Business Connection and for 12 months thereafter. I understand that I may ask The Business Connection/Recruitment Solutions Ltd to destroy my details as held on archive in accordance with the Data Protection Act.

I confirm that the information provided in the registration form is correct and can be verified from previous employers and/or any professional bodies specified. In accordance with the Data protection Act I agree to the processing of personal data in support of my application.

I consent to The Business Connection contacting the referees and ex-employers stated on this form in order to gain references and the Job Centre to gain Job Seekers Claim information where applicable.

Please check box if you do not wish to receive direct marketing material from The Business Connection

Signed **Print** **Date**.....