



HAMLIN KNIGHT

THE RECRUITMENT SPECIALISTS

Confidential Application Form

Please write in block capitals

1	Title:	Mr / Mrs / Miss / Ms	Surname:	
	First Name:		Middle Name:	
	Address:			
			Post Code:	
	Home Telephone:		Mobile Telephone:	
	E-Mail Address:			
	Date of Birth:		Nationality:	
2	Current Position:			
	Present Basic Salary/Hourly Rate:		Present Benefits:	
	Basic Salary/Hourly Rate Required:		Benefits Required:	
	Have you been security cleared in the past 12 months?	<input type="checkbox"/> DBS	<input type="checkbox"/> CRB	Level: <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced

3	Do you have any serious health concerns or recent illnesses of which we should be aware, so we can accommodate any reasonable adjustments that may be required? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please give details

4	Do you have any convictions or a criminal record? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please give details
	Do you have any current County Court Judgements (CCJs)? <input type="checkbox"/> Yes <input type="checkbox"/> No

5	Next of Kin (or person to contact in an emergency)		
	Name		Daytime Telephone No:
	Relationship to you		

6	What type of role are you looking for? <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Contract
	What role are you looking for?
	Notice period (if any)
	Availability for interviews
	Do you have holidays booked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, when?
	Under The Employment Agencies Act (April 2004) recruitment companies are required to confirm that candidates are willing for their CV and details to be submitted to potential new employers. May we send your CV without your prior consent? <input type="checkbox"/> Yes <input type="checkbox"/> No

7	Where are you willing to work?

8	Do you have a clean Driving Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a car? <input type="checkbox"/> Yes <input type="checkbox"/> No
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9	How did you hear about Hamlin Knight?
	If applicable, please indicate which website you applied through
	<input type="checkbox"/> Total Jobs <input type="checkbox"/> Reed <input type="checkbox"/> Monster <input type="checkbox"/> CV Library <input type="checkbox"/> Referral <input type="checkbox"/> Hamlin Knight Website <input type="checkbox"/> Other

10	Do you have a LinkedIn & Facebook account? Would you like to connect with us to receive updates on our live opportunities? If yes, please provide your username for your LinkedIn and Facebook.

I declare that all information given in this application (including my CV) is true and correct and I have disclosed all matters that may or will affect my application for work. I hereby agree that all information gathered during my application will be stored on a database and used for registered purposes under the Data Protection Act 1984. I understand that my details will be held on a database unless I request them to be deleted by my consultant. I hereby agree that any information given to me by Hamlin Knight, or its client companies, is confidential and will not be disclosed to any third party.

Signature Date

For Hamlin Knight Use Only (Tick as appropriate)

cure Documents:	<input type="checkbox"/> UK Passport	<input type="checkbox"/> EEA Passport	<input type="checkbox"/> National Identity Card	<input type="checkbox"/> UK Residence Permit	<input type="checkbox"/> Other (specify)
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Equal Opportunities Form

Hamlin Knight aims to be an equal opportunity employer and has a policy for this purpose. To ensure that this policy is operating effectively (and for no other purpose) the company maintains records of employees and applicants racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provides the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity. This document will only be passed to our HR Department.

Form completion declined

Ethnic Group (you may select none or more than one)

- White Black Asian
 Oriental Other (please specify)

Ethnic Group Details (you may select none or more than one)

- Caribbean Indian Pakistani
 Bangladeshi African Chinese
 Other (please specify)

Citizenship (you may select none or more than one)

- British English Irish
 Scottish Welsh Other (please specify)

Do you have any disability as defined under the Disability Discrimination Act?

- Yes No

WP / SOFTWARE			
	Basic	Int	Adv
Word			
Excel			
PowerPoint			
Access			
Sage			
SAP			
Other (please specify)			

SECRETARIAL SKILLS		
Skill	Speed	
Shorthand		WPM
Typing		WPM
Audio		WPM

SWITCHBOARD		
Type	Full time	Relief
Total years experience		

DATA ENTRY	
Alpha	
Numeric	

SPECIALIST EXPERIENCE		
	Lgth of Time	Formal Quals
Customer Services		
Import / Export		
Stock Control		
Telesales/Field Sales		
Marketing		
Legal		
Medical		
HR & Training		
Accountancy		

LANGUAGE SKILLS				
	Verbal		Written	
	Fluent	Basic	Fluent	Basic
French				
German				
Spanish				
Italian				
Urdu				
Punjabi				
Polish				

For Hamlin Knight Use Only			Ref: SCL0106	
TEST RESULTS			CANDIDATE DETAILS	
			Name	
			Date Registered	
		Registration No		

Candidate Agreement

To:

The Employment Agencies Act (April 2004) requires recruitment companies to confirm that candidates are willing for their CV and details to be submitted to potential new employers.

By signing this document, you are confirming that you are happy for us to present your CV for the following position.

Candidate Agreement			
I agree to my CV and details being presented by Hamlin Knight for the following position			
Organisation			
Position			
Minimum Salary		Frequency of Payment	
Start Date		Duration (if temp assignment)	
Location		Hours	
Type of Work		Health & Safety Risks	
Experience			
Notice Period			
Signed		Date	