

CANDIDATE APPLICATION FORM

Registration Date Date

Title First Name

Last Name NI Number

Address

Postcode Contact Number

Email Address Date of Birth

Current/Last Salary Minimum Salary/Hourly Rate

Preferred Location & Distance Willing to travel

Preferred Job Title Preferred Working Hours

Notice Period / Date Available

Own Transport Yes No Please state how many points, if any

How did you hear about Harvey Richmond?

IT Skills & Level: **Basic** **Intermediate** **Advanced** **Notes**

Excel

Word

Power point

CAD

Photoshop

Other

Declaration: I confirm that the information disclosed in this application form is relevant and correct and can be verified by references from previous employers and/or any professional bodies or character referees specified. I also undertake to inform Harvey Richmond Recruitments of the outcome of all introductions/interviews to companies or agents. I understand that information I have disclosed may be held within a computer database. I hereby give my permission for information I have disclosed to be divulged to companies as deemed necessary by Harvey Richmond Recruitment in relation to my application for work.

Signed _____

Date _____

Pursuant to the **Rehabilitation of Offenders Act**, I declare that I have no unspent convictions and there are no prosecutions pending at this time. I also undertake to inform Harvey Richmond Recruitments of any prosecutions that occurs whilst my details are held by Harvey Richmond Recruitments. If you have any unspent convictions or prosecutions pending, please give details.

Signed _____

Date _____

Harvey Richmond Recruitment operate an Equal Opportunities Policy.

Do you consider yourself to have a disability within the terms of the Equality Act 2010? (please tick as appropriate) Yes No

If yes, please state details

FOR OFFICE USE

Interview Conducted By _____

Date _____

ID Taken

Passport

Birth Certificate

Role Seeking?

Industry preference & size of company?

Specific companies you would like to work for or not?

What other interviews have you attended?

Other agencies registered with/experience?

What did you enjoy most in your last role?

What did you not enjoy about your last role?

Describe one of your best achievements in work to date?

What are your best personal achievements outside of work?
(hobbies/interests)

How would your friend describe you?

In 3 words describe your strengths?

In 3 words describe your weaknesses?

Short term goals 1-3 years?

Long term goals 3-5 years?

When can you start/notice period?

Grade in order of importance - 1 being most important & 5 being least important:

Challenge

Location

Advancement

Money

Security

Interviewers Notes - (Please Include Tags)

REFEREE CONTACT

REFERENCE ONE

Title First Name
Last Name Position
Address
Postcode Contact Number
Email Address
Is this your current employer? Yes No

REFERENCE TWO

Title First Name
Last Name Position
Address
Postcode Contact Number
Email Address
Is this your current employer? Yes No

REFERENCE THREE

Title First Name
Last Name Position
Address
Postcode Contact Number
Email Address
Is this your current employer? Yes No

