

registration no.

category

reference checked



shaded areas for office use only

surname	first names	title (eg. Mr, Mrs, Miss)	date of birth <sup>s</sup>	consultant	today's date
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address	telephone numbers
	home
	business
	other
email address	nearest bus/tube/train

nationality	present salary	salary required	position sought	passport / visa numbers	visa description and expiry	seen by & date
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senior school attended

O levels/GCSE's obtained

A levels/subjects & grades

university/college attended & dates

course/degree

secretarial college

length of course

qualifications

shorthand speed	test	switchboards
typing speed		
audio speed	spelling	
packages	level	languages/fluency
word		
excel		
powerpoint		
other packages	level	

what is your notice period?

what is the most convenient time for you to interview?

how did you hear about matchstick recruitment?

have you ever been convicted of a criminal offence? yes/no  
(declaration subject to rehabilitation of offenders act)

hobbies/interests

which other companies have you interviewed with?

are you available to temp yes/no

driver yes/no

car-owner yes/no

which other agencies are you registered with?



