

MAINE-TUCKER RECRUITMENT LTD REGISTRATION FORM

TITLE:	SURNAME	FIRST NAME:	NATIONALITY:
CURRENT ADDRESS:		PREVIOUS ADDRESS (If less than six years at current address):	PREVIOUS ADDRESS:
DATES AT THIS ADDRESS:		DATES AT THIS ADDRESS:	DATES AT THIS ADDRESS:
PREVIOUS ADDRESS (Please use a continuation sheet if necessary):		HOME NO:	EMERGENCY CONTACT No.
		MOBILE:	WORK NO: <i>(Discretion required?)</i>
DATES AT THIS ADDRESS:		E-MAIL: <i>(Discretion required?)</i>	
SMOKER: SMOKE AT WORK:		HOME TUBE or STATION and TIME TO CENTRAL LONDON:	
HOME OWNER	DRIVER'S LICENCE:		SEC COLLEGE
VISA STATUS	CAR OWNER:		LANGUAGES:
HOW MANY GCSE'S MATHS ENGLISH	HOW MANY A-LEVEL'S		SCHOOLS: UNIVERSITY/ DEGREE:

CURRENT SALARY		MINIMUM SALARY:		MIN TEMP RATE:	
RECEPTION EXPERIENCE: Y/N	TOUCH TYPING: Y/N	SHORTHAND SPEED:	AUDIO: Y / N	SPEED WRITING: Y/N	
SWITCHBOARD: Y/N					
OUTLOOK – Basic/Advanced	OTHER APPLICATIONS:		Do you have any medical conditions/disabilities that affects your work, that we should be aware of?		
DATABASE USEAGE	WORD				
LOTUS NOTES	POWERPOINT				
INTERNET (research)	EXCEL				
			BOOK KEEPING / ACCOUNTS – SOME EXP./GOOD EXP.		

(Please complete details below from current date)

NAME OF COMPANY	DATES	JOB DESCRIPTION & REPORTING TO	SALARY	REASON FOR LEAVING
<i>(Complete if looking to Temp)</i>		A/C NO:	NI NUMBER:	
BANK:		SORT CODE:		

Has any judgement ever been entered against you in civil proceedings (Including County Court Judgements) or in arbitration or are proceedings pending in which such a judgement or award against you is a possibility, in any jurisdiction?
If so, please give details.

Are you, or have you been in the last ten years, a director, secretary or partner of any company or partnership (other than as listed in response to the employer section of this form)? Do you own or have you owned within the last ten years more than 15% of the issued share capital of any corporate body? If so, please give details, using an attached sheet if necessary, including dates, name of company or partnership, size of share holding (where relevant), your relationship with and the nature of the business.

Do you have any convictions for criminal offences (excluding minor traffic offences), whether or not in the UK, which have not expired (or "spent" as defined in the Rehabilitation of Offenders Act 1974) or are you currently engaged in or subject to, any criminal proceedings? If so, please give details.

I certify that the above statements are true . I hereby authorise Maine-Tucker Recruitment Ltd to act on my behalf.		INTERVIEWED BY:	NOTICE PERIOD:
DATE:	SIGNATURE:		
(How you heard of us)		ID CHECKED?	RESIGNED: Y / N
NEWSPAPER:	FRIEND:	WEBSITE:	OTHER:

(For Maine Tucker Use Only)

AREA	SIZE
TYPE	AMOUNT OF SECRETARIAL
CAREER	DISLIKES
TTP	STC
LTC	1
	2
	3
	4
	5
AV DATE	V