

REGISTRATION FORM

Consultant seen: _____



Personal Details:

Name: _____

Address: _____

Post Code _____

Mobile number: _____

Home telephone number: _____

Email address: _____

Date of birth: _____ Nationality: _____

Visa details: _____

Marital status: _____

NI number: _____ Driving licence: Yes No

GDPR Consent:

I give my consent to Upgrade to send my CV and other personal information to clients for the purpose of recruitment and the job application process on my behalf.

I give my consent to Upgrade to email the Terms of Engagement as required to be read and signed electronically by myself.

I am happy to receive emails from Upgrade regarding employment and other relevant opportunities.

I give my consent to Upgrade to hold my information for three years from the date signed below.

Signed: _____ **Date:** _____

Education & Qualifications: NVQ GCSE's A Levels Graduate Degree Master's Degree

Skills: Typing Audio Minute taking Switchboard 000 Shorthand
 Legal Medical Data Entry Word Excel PowerPoint
 Word InDesign Illustrator

Languages: 1. _____ 2. _____ 3. _____ **Valid DBS (former CRB)** Yes No

How did you hear about us: WALKED-BY

INTERNET: Upgrade Gumtree Total Jobs Reed

SOCIAL MEDIA: LinkedIn Twitter Facebook OTHER _____

RECOMMENDATION:

Name: _____ Telephone: _____ Relationship: _____

Position sought: _____ Full-time Part-time

Permanent Temporary Contract

Preferred location: _____ Notice required: _____

Salary sought: _____ Last Salary: _____

Please indicate any matters which you feel may be relevant to your ability to attend interviews or perform any particular kind of work: _____

Do you have any **unspent** criminal convictions or **pending cases**? Yes No

If yes, please list your criminal convictions and dates: _____

Emergency contact details:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Relationship: _____

Relationship: _____

Employment References (All Candidates)

Name:

Position:

Company:

Telephone:

Email:

Name:

Position:

Company:

Telephone:

Email:

Details for payments (Temp candidates only)

Bank name:

A/C name:

Sort code:

Account number:

Which other agencies have you registered with: