

# CMD RECRUITMENT LIMITED EMPLOYMENT REGISTRATION FORM

OFFICE USE ONLY				
ID / PEW PROVIDED:	PASSPORT <input type="checkbox"/>	BIRTH CERTIFICATE <input type="checkbox"/>	OTHER <input type="checkbox"/>	
DATE AVAILABLE FROM:	Click or tap to enter a date.	REFERNCES REQ'D:		
TAX OFFICE:	P45/P46 <input type="checkbox"/>	STUDENT <input type="checkbox"/>	EQUAL OPS <input type="checkbox"/>	
BANK DETAILS	Choose an item.	TEMPORARY <input type="checkbox"/>	PERMANENT <input type="checkbox"/>	

## Candidate Information

First Name(s):		Surname:		Title:	
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Address:	Home Tel. No.:		
	Mobile Tel. No.:		
	Email Address:		
Post Code:		National Insurance No.:	<input type="text"/>
Date of Birth: (If under 22 years)		Own Transport:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Driving Licence:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Endorsements:	
Own Safety Boots:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please give size	

Emergency Contact:		Telephone Number	
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Are you free to remain and take up employment in the UK with no current immigration restrictions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide details:	

### A.1 Positions Sought

Current Employment Status:		Notice Period (if applicable)	
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Please note down job titles for the positions sought, giving as many examples as necessary:

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Preferred work locations:	
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Permanent	<input type="checkbox"/>	Temporary	<input type="checkbox"/>	Contract	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time*	<input type="checkbox"/>
*Please specify Part Time hours required:									

Minimum Annual Salary / Hourly Rate required:	
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**A.2 Previous Employment**

Starting with current or most recent.

Company Name	Date From	Date To	Job Title	Pay Rate

**A.3 Previous Agency Assignments**

Starting with current or most recent.

Agency Name	Date From	Date To	Job Title	Pay Rate

**Education and Professional Qualifications**

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College, University or School	Course or Subjects	Qualifications/Grades Obtained

Continue on a separate sheet if necessary

**B.1 Memberships of Professional Bodies**

Body/Organisation	Membership Level	Date

## B.2 Skills Assessment

### B.2.1 Driving

7.5 Tonne	<input type="checkbox"/>	Rigid	<input type="checkbox"/>	Box	<input type="checkbox"/>	Articulated	<input type="checkbox"/>	Flatbed	<input type="checkbox"/>	Tipper	<input type="checkbox"/>	Fridge	<input type="checkbox"/>	Digi Tacho	<input type="checkbox"/>
Cement Mixer	<input type="checkbox"/>	Hazchem	<input type="checkbox"/>	HIAB	<input type="checkbox"/>	Low Load	<input type="checkbox"/>	Wag & Drag	<input type="checkbox"/>	Tanker	<input type="checkbox"/>	Multi-drop	<input type="checkbox"/>	European	<input type="checkbox"/>

### B.2.2 Warehouse

FLT	<input type="checkbox"/>	Reach	<input type="checkbox"/>	C/Balance	<input type="checkbox"/>	Rough Terrain	<input type="checkbox"/>	Stores	<input type="checkbox"/>	Goods Inwards	<input type="checkbox"/>	Despatch	<input type="checkbox"/>
QA	<input type="checkbox"/>	QC	<input type="checkbox"/>	Team Leader	<input type="checkbox"/>	Dept Manager	<input type="checkbox"/>	QA	<input type="checkbox"/>	Stock checks	<input type="checkbox"/>		<input type="checkbox"/>

### B.2.3 General Factory

Assembly Line	<input type="checkbox"/>	Line Feed	<input type="checkbox"/>	Production	<input type="checkbox"/>	Packer	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>	PCB Assembly	<input type="checkbox"/>	PCB Soldering	<input type="checkbox"/>
Team Leader	<input type="checkbox"/>	Dept Manager	<input type="checkbox"/>	QC	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

### B.2.4 Accountancy & Finance

Sales Ledger	<input type="checkbox"/>	Purchase Ledger	<input type="checkbox"/>	Credit Control	<input type="checkbox"/>	Reconciliation	<input type="checkbox"/>	Cashbook	<input type="checkbox"/>	Petty Cash	<input type="checkbox"/>	Foreign currency	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	Management Accounts	<input type="checkbox"/>	Cash Flow Forecasts	<input type="checkbox"/>	Budgets	<input type="checkbox"/>	Year End	<input type="checkbox"/>	Month End	<input type="checkbox"/>	Year end accounts	<input type="checkbox"/>
Chartered Practice	<input type="checkbox"/>	Book Keeping	<input type="checkbox"/>	Audits	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

### B.2.5 Commercial

Administration	<input type="checkbox"/>	HR	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Reception	<input type="checkbox"/>	PA	<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Call Centre	<input type="checkbox"/>
Customer Svc	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Sales	<input type="checkbox"/>	I.T	<input type="checkbox"/>	Telesales	<input type="checkbox"/>	Management	<input type="checkbox"/>	Office Junior	<input type="checkbox"/>

### B.2.6 Catering

Cook	<input type="checkbox"/>	Chef de Partie	<input type="checkbox"/>	Waiting	<input type="checkbox"/>	Bar Manager	<input type="checkbox"/>	Bar Tender	<input type="checkbox"/>	Hotel Manager	<input type="checkbox"/>	Kitchen Assistant	<input type="checkbox"/>
Chamber Maid	<input type="checkbox"/>	Head Chef	<input type="checkbox"/>	Sous Chef	<input type="checkbox"/>	Comis Chef	<input type="checkbox"/>	Silver Service	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

### B.2.7 Other Professions

Engineering	<input type="checkbox"/>	CNC Miller	<input type="checkbox"/>	Mig Welder	<input type="checkbox"/>	CNC Lathes	<input type="checkbox"/>	Mechanic	<input type="checkbox"/>	Sprayer	<input type="checkbox"/>	CNC Programmer	<input type="checkbox"/>
Tig Welder	<input type="checkbox"/>	Bricklayer	<input type="checkbox"/>	Painter	<input type="checkbox"/>	Plumber	<input type="checkbox"/>	Carpenter	<input type="checkbox"/>	Joiner	<input type="checkbox"/>	Cab Maker	<input type="checkbox"/>
Sheet Metal	<input type="checkbox"/>	Labourer	<input type="checkbox"/>	Groundworker	<input type="checkbox"/>	Electrician	<input type="checkbox"/>	Toolmaker	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

### B.2.8 Additional Information

Please provide any additional information that may be of use regarding your skills:

## Security and Disclosure and Barring Services (DBS) Checks

Have you had a DBS Check?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please give details:		Date of issue?		Copy Provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been police/security cleared?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please give details to what level:		Date of issue?		Copy Provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Criminal Convictions

Do you have any unspent* criminal convictions? (please delete clearly as appropriate)		
If yes, state convictions and dates:		
<p>*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of CMD Recruitment Limited, the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.</p>		

## Health & Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.	
Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please specify:	
If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc.? Please specify.	

## Credit Check Reference

Clients may, in certain circumstances, request a credit check be obtained in addition to your work references. In such cases you will be made aware that such a check is required. Should such a check be undertaken, please indicate your acceptance using an "X" below:				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	I give my consent that where appropriate and where a requirement of the role, a credit check may be undertaken and the resulting information disclosed to appropriate parties. I understand that such information will be held on file but subject to all relevant legislation regarding privacy and disclosure.

## Reference Details

Current or Most Recent Employer		Second Referee	
Name:		Name:	
Job Title:		Job Title:	
Company:		Company:	
Address:		Address:	
Tel. No.:		Tel. No.:	
Email Address:		Email Address:	

### How Did You Learn About CMD Recruitment Limited?

<input type="checkbox"/>	Used us before	<input type="checkbox"/>	Electronic Job Boards (Monster, Total Jobs, Jobsite, CV Library etc.) please specify
<input type="checkbox"/>	Newspaper, please specify	<input type="checkbox"/>	Jobcentre
<input type="checkbox"/>	Search Engine (Google, Bing, Yahoo), please specify	<input type="checkbox"/>	Digital Directories (Yell.com etc.), please specify
<input type="checkbox"/>	Paper Directories (Yellow Pages, BT Phonebook, Thompson), please specify	<input type="checkbox"/>	Outside Advert Displays (A Boards, Shopping Centre Display), please specify
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Other, please specify:

### I. CMD Recruitment Limited Updates

If you would like to receive Newsletters, e-shots and other updates from CMD Recruitment Limited please tick the box to the right.

### J. Data Protection Statement

The information that you provide on this form and on any CV given will be used by CMD Recruitment Limited to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

*Current regulations stipulate that an applicants' permission must be sought prior to their details being submitted for a vacancy. As a professional agency, we always endeavour to do this in order that you have full details regarding any opportunity for which we are considering you. There may however be rare occasions when a client will introduce a deadline for receipt of application and we are unable to establish contact with you during this time period. In such an instance would you like us to submit your details for vacancies we feel are appropriate without your prior consent? Please select your preference from the tick boxes below. This does not commit you to progressing applications you later feel unsuitable once a full verbal brief is provided.*

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<p><i>In exceptional circumstances, I give permission for my CV/details to be submitted to client (s) without my prior consent, for vacancies that meet my requirements as outlined during my interview with CMD Recruitment Limited. I understand that if this occurs CMD Recruitment Limited will brief me at the earliest opportunity.</i></p> <p>Please do not submit my details to the following organisations without seeking my consent in advance (please list organisations below):</p>

### Declaration

I hereby confirm that the information provided in this application is correct. I furthermore understand that if I have made any false claims or have failed to declare information which is discovered at a later date or after appointment, any assignment I am working on may be terminated immediately.

Signed:		Date:	
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### Working Time Directive Opt-out Agreement

I hereby agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give CMD three months' notice in writing to end this agreement.

Signed:		Date:	
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