



NAME.....MR/MRS/MISS/MS

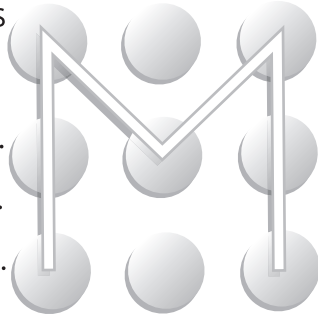
ADDRESS.....

.....

.....POSTCODE.....

TELEPHONE NO.....MOBILE NO.....

EMAIL.....



GENERAL

FULL CLEAN DRIVING LICENCE YES/NO

TRANSPORT YES/NO SMOKER YES/NO

NATIONALITY.....

NATIONAL INSURANCE NUMBER.....

GENERAL STATE OF HEALTH GOOD/FAIR/POOR
IF OTHER THAN "GOOD" PLEASE GIVE DETAILS
ON HEALTH QUESTIONNAIRE

ARE YOU REGISTERED DISABLED YES/NO
IF "YES" PLEASE GIVE DETAILS ON THE
HEALTH QUESTIONNAIRE

NEXT OF KIN.....

RELATIONSHIP.....

CONTACT NUMBERS.....

EDUCATION

SCHOOL.....

EXAMS PASSED AND GRADES.....

COLLEGE/UNIVERSITY.....

QUALIFICATIONS.....

JOB RELATED TRAINING.....

MEMBERSHIP OF PROFESSIONAL BODIES.....

EMPLOYMENT HISTORY (present/most recent first)

COMPANY.....TELEPHONE NUMBER.....

ADDRESS.....

POSITION.....

DATES..... REASON FOR LEAVING.....

REFERENCE..... POSITION..... SALARY.....

COMPANY.....TELEPHONE NUMBER.....

ADDRESS.....

POSITION.....

DATES..... REASON FOR LEAVING.....

REFERENCE..... POSITION..... SALARY.....

COMPANY.....TELEPHONE NUMBER.....

ADDRESS.....

POSITION.....

DATES..... REASON FOR LEAVING.....

REFERENCE..... POSITION..... SALARY.....

Industry

Warehouse

- Bay
- Data Entry
- Excel
- Inventory
- Labourer
- Loading
- Packing
- Picking
- Returns
- Re-work
- SAP
- Spreadsheets
- Stock
- Stores
- Transport Office
- Unloading
- Warehouse Admin
- Warehouse Clerk

Construction

- Brick Layer
- Carpenter
- Decorator
- Digger
- Electrician
- Estimating
- Excavator
- Gas Fitter
- Joiner
- Labourer
- Own Tools
- Plasterer
- Plumber
- Roofer
- Scaffold Erector
- Site
- Surveying
- Tiler
- Trade

Catering

- Bar Staff
- Chef
- Chef de Partie
- Commis Chef
- Event
- Head Chef
- Kitchen Porter
- Pastry Chef
- Pot Washer
- Silver Service
- Sous Chef
- Waiting-on

Cleaning

- Chambermaid
- Commercial
- Industrial
- Residential
- School

FLT (All Licences must be Valid)

- Bendi
- CB
- Lollop
- Man-up
- Reach
- VNA

Engineering

- Arc
- Assembly
- CNC Operator
- CNC Setter
- Electrical
- Gas
- Grinding
- Labourer
- Mig
- Milling
- Skilled
- Spot
- Tig
- Turning
- Unskilled

Driving

- Sprinter
- Stores
- Tacho
- Van

Production

- Assembly
- Lockstitcher
- Machine Minding
- Machine Operating
- Machine Setter
- Overlocker
- Plastic
- Production
- Stitcher
- Takatori

Skilled

- Bench Joiner
- Paint Sprayer
- PCB Assembly
- PCB Solder
- PCB Testing
- SAP

Uniform

- Hi-Vis
- Safety Boots
- Hard Hat
- Gloves

Drivers

Licence

- C & E
- C
- C1
- Car/Van

Points.....

.....

.....

Driving

- ADR Full
- ADR Part
- Draw Bar
- HIAB
- Multi Drop
- Refrigerated
- Rope & Sheet
- Shunting
- Van
- Wagon & Drag

Forklift

- Counter Balance
- Reach
- Rough Terrain
- UNR

Company Inducted

- B&Q
- BHS
- Tesco
- Other.....
-
-
-
-

Office

Clerical

- Audio
- Copy Typing
- Email
- Filing
- Internet
- Reception
- Shorthand
- Data Input

Accounts

- Bank Reconciliation
- Cash Book
- Credit Control
- M'ment Accounts
- Manual
- Nominal Ledger
- Payroll
- Purchase
- Trial Balance
- VAT

Softwear

- Access
- Cad
- Excel
- Opera
- Word

Skills

- Administrator
- Bookkeeper
- Customer Service
- Event Co-ordinator
- HR IT
- Logistics
- Marketing
- PA/Secretary
- Telesales
- Web Design

General

Shifts

- Afternoons
- Days
- Earlies
- Evenings
- Lates
- Nights
- Saturdays
- Sundays
- Twilights

Part-time

- Afternoons
- Evenings
- Mornings
- School Hours
- Twilights
- Weekends

Area

- Atherstone
- Bedworth
- Coalville
- Coleshill
- Coventry
- Coventry (N)
- Crick
- Hinckley
- Leicester (C)
- Leicester (N)
- Leicester (S)
- Loughborough
- Lutterworth
- M. Harborough
- Nuneaton
- Rugby

BANK: Name and Address.....

NAME ON ACCOUNT.....ACCOUNT NUMBER.....

SORT CODE..... BUILDING SOCIETY REFERENCE.....

I hereby consent to my application details being included on the understanding that I shall be entitled to access them pursuant to the provisions of Data Protection Act 1984. I understand that the service is free to me but that any employer that engages me on a temporary or permanent basis through your introduction has a legally binding contract to pay your charges. I understand that should I return to work in any capacity for a client that you have introduced me to (or any associated company or subsidiary), the client may be liable for an introduction fee. I declare that the information is true to the best of my knowledge and that there is no legal restriction to my taking up employment in the UK. I confirm that I have no criminal record or prosecutions pending and that you have my permission to seek references and should I become a temporary employee of Magna, I hereby give permission for Magna to provide a reference to potential employers when requested.

The interviewing consultant has fully explained the "Guide to Temporary Work" and I agree to comply with its contents and procedures. The holiday pay has been fully explained to me. I realise that I am responsible for requesting any holiday pay, I wish to receive, in writing and any entitlement I may have remaining at the end of the holiday year will be lost if I have not requested it before the holiday year end.

SIGNED.....NAME.....

DATE.....

For Office use only

Check List

- First Reference - Date Received.....
- Second Reference - Date Received.....
- Defence Documents.....
- Medical Questionnaire
- Working Time Directive
- Numeracy Test Mark.....
- Quiz Testing Mark (if appropriate).....
- National Insurance No.....
- Contract of Employment
- Workers Registration Scheme(if applicable)
- Literacy Test Mark.....

Drivers

- Driving Licence
- Driver Declaration Form
- DVLA Licence Checking Form
- Tachograph Test Mark.....
- Digi Card.....
- Temporary Drivers Statement

I have seen original documentation for all those items photocopied and enclosed in this file.

Signed (Consultant).....Date.....