

STRICTLY PRIVATE & CONFIDENTIAL

Your assistance in completing this form will enable us to act in your best interests. Details in this form will, on occasion be discussed with employers (excluding present employer status) without notification in order to maximise your employment opportunities.

PRECISION

specialists in engineering, technical & sales recruitment

Your privacy is important to us. We will only use the information that we collect about you lawfully, in accordance with the Data Protection Act 1998.

Application Form

Personal Details

Please complete this application form and sign the declaration. If you require assistance please ask a member of staff

Surname:	Title: Mr / Mrs / Miss / Ms / Other:	
Forenames:		
Ethnic Origin:	Nationality:	
National Insurance Number:		
Address:		
Postcode:		
Home Phone:	Work Phone:	Mobile Phone:
Email Address:	<input type="checkbox"/> Please place a / tick in the circle should you wish to receive email updates from Precision Recruitment UK Ltd	
Date of Birth:	Marital Status:	No. of Dependants:

General Information

Do you hold a current driving licence:	If endorsed please specify no. of points:	
Endorsement details:		
Are you a car owner:	If NO please state transport method:	
Do you have any convictions that are not spent under the Rehabilitation of Offenders Act 1974:		
If YES please give details:		
Next of Kin:		Relationship:
Home Phone:	Work Phone:	Mobile Phone:

Availability

Please give details below of any forthcoming holidays or dates not available:

- Dates Unavailable:
- Please / below what type of work you are able to do:
Permanent: Temporary: Both: Contract:
- Please / below what shifts of work you are able to do:
Days: Nights: Weekends: Rotating:
- How many hours per week are you happy to work:
- How far in miles are you willing to travel (daily) for the right position:
- Please / below what tools / work wear you have to use on assignments:
Hand Tools: Safety Boots: Gloves/Mask: Overalls:
Electrical Tools: Mechanical Tools: Laptop PC: Test Equipment:

Education/Training

Please list secondary schools, colleges, universities etc, in date order, giving details of any apprenticeship or special courses including any certificate expiration dates:

School, College, etc	From	To	Qualifications obtained (including grades)
eg: Leicester College	02/2007	02/2010	ECITB Certificate

Bank Details

Payment of wages can be made direct into your bank / building society account, third party payment account or if you require you can be paid by cheque in which £10 administration charge will be made on every payment. If you need help in opening a bank account, please ask us. WE DO NOT PAY CASH.

NAME OF ACCOUNT HOLDER: _____

SORT CODE: - - ACCOUNT NUMBER:

BANK NAME: _____ BUILDING SOCIETY REFERENCE: _____

I take full responsibility for requesting & authorising Precision Recruitment UK Ltd to pay my wages as they become payable into this third party payment account. I hold Precision Recruitment UK Ltd free of any and all liability and consequences of this request. Evidence of payment to the above account relieves Precision Recruitment UK Ltd of any liability for wages owed.

Skills Base

Please list & indicate on a rating (1 = Poor - 5 = Excellent) on skills below

Skill	Rating	Where Gained
eg: telesales & communicating	5	My 2nd employment I specialised in telesales
1)		
2)		
3)		
4)		
5)		

Ideal Companies

Please detail below up to three companies you may wish us to approach on your behalf

Company	Contact	Address
1)		
2)		
3)		

Employment History

Please detail your most recent employer

Employer: _____ Job Title: _____

Address: _____

From: _____ To: _____ Referee: _____

Main Responsibilities: _____

Key Achievements: _____

Reason for Leaving: _____

Employment History

Employer: _____ Job Title: _____

Address: _____

From: _____ To: _____ Referee: _____

Main Responsibilities: _____

Key Achievements: _____

Reason for Leaving: _____

Employment History

Employer: _____ Job Title: _____

Address: _____

From: _____ To: _____ Referee: _____

Main Responsibilities: _____

Key Achievements: _____

Reason for Leaving: _____

Testimonials

We want to make your CV stand out from the crowd. People you have worked alongside often understand the day-to-day nature of your role better than a manager. Please detail below the contact details of three former colleagues who can give a testimonial about your ability

Name	Position	Telephone/email	Employer
1)			
2)			
3)			

Employment Profile

To help us further in finding you your next appointment please answer the questions below:

1) Please specify the types of position you are seeking / position you have applied for?

2) What aspect of a job would you not want?

3) What would be your ideal: -

Job Title?

Industry Sector?

Size of Company?

4) What are your career aims for the next two years?

5) Where did you hear of Precision?

6) Which publications & web sites do you search when seeking a position?

7) Salary Expected:

Minimum Considered:

8) Notice required for Resignation:

Notice required for Interview:

Medical Details

Are you currently receiving any medical treatment? YES / NO

Have you had any significant illnesses in the past? YES / NO

Do you have any allergies? YES / NO

Do you have impaired hearing? YES / NO

Do you have impaired sight/vision? YES / NO

If yes, what was the date of your last eye test? _____

Do you suffer from any back, disc or arthritic conditions? YES / NO

Do you suffer from heart or blood pressure disorders? YES / NO

Do you suffer, or have you suffered in the past, with epilepsy? YES / NO

Have you ever had a stress related illness? YES / NO

Work Eligibility

Do you need a permit to work in the UK: YES / NO

If YES, do you have permission to work in the UK: YES / NO

Is there a time Restriction: YES / NO Duration: _____

Declaration

I confirm that the information given on my application is true and complete to the best of my knowledge and there is nothing further, about which I am aware, that should be taken into account when offering me work. I understand that should any information prove inaccurate, my employment with Precision Recruitment UK Ltd may be terminated.

Signed: _____

Print Name: _____

Date: _____