



<b>Employment History</b>	
<b>Name of Company:</b>	Type of Business:
Address:	Position Held:
Tel No.	
Duties & Responsibility:	
Length of service: From            To	Leaving Salary:
Reason for leaving:	
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**Temporary assignments worked in the last 12 months**

Agency Name	Company worked	From/To	Type of Work

<b>Employer References</b>	
Company: Name: Contact No: Email:	Company: Name: Contact No: Email:

## Commercial Skills

*(please highlight those in which you have experience)*

Shorthand		Outlook		PowerPoint		Switchboard		Book keeping	
Copy Typing		Sage		SAP		Data Entry		Credit Control	
Audio Typing		Web design		Cust Service		Accounts		PAYE	
Word		Legal		Sales / Mktng		B/S/P Ledger		Invoicing	
Excel		Access		Languages		Trial Balance		Reconciliation	

## Industrial Skills

*(please highlight those in which you have experience)*

Picking & Packing		Light Unskilled		CNC		Bar		Catering Assistant	
PCB Assembly		Forklift Gas Certificate		Electronics		Restaurant Manager		Kitchen Porter	
General Assembly		Forklift Electric Certificate		Welding		Supervisory		Ordering	
Warehouse / Stores		Counterbalance Certificate		Other		2 <sup>nd</sup> Chef		Stocktaking	
Production Line		Heavy Lifting Y-N		Waiting		Sous Chef		Own Knives	
Machine Operating		General Mechanical		Silver Service		Commis Chef		Own Whites	

## Health & Disability

Do you have any health problems or disabilities? YES/NO

If yes, please complete our Medical/Health questionnaire attached.

## Opt Out Agreement

Working Time Regulations.

I agree that I may work for more than an average of 48 hours per week. If I change my mind, I will give the employment business two weeks' notice in writing.

Signed:..... Date.....

## Health and Safety

I will comply with the Health and Safety regulations of all the companies/ agents I am assigned to and take all responsible steps to safeguard my own and others safety.

**Data Protection Statement**

I have not withheld information that may affect my application for appointment;  
I understand that false information or omissions may lead to dismissal;

**DATA PROTECTION ACT 1998**

The information that you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record and may be used by Futures Recruitment Services for business purposes including the prevention and detection of fraud.

I declare that the information given is true. I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal.

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REHABILITATION OF OFFENDERS ACT 1974**

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

**ADVISORY NOTE**

You are asked to indicate below whether or not you have any criminal convictions or proceedings pending against you.

Any failure to disclose all convictions or failure to give details of any criminal proceedings pending against you could invalidate your application, or in the event of employment, could result in dismissal in accordance with Futures Recruitment Services Disciplinary Procedure.

Any information given will be kept in strict confidence and will be considered only in relation to your application for this post. Please note that information provided about convictions, which are deemed irrelevant to the post for which you are applying, will be disregarded.

**DECLARATION**

Have you any convictions? YES / NO

Are there any criminal proceedings pending against you? YES / NO

Are you subject to the notification requirements of the Sex Offenders Act 1997? YES / NO

**ADDITIONAL DETAILS** If you answered YES to any of the above please provide details below

DATE	COURT	DETAILS OF OFFENCE	SENTANCE

**Candidate Declaration**

**I certify that the information supplied is correct and accurate and authorise Futures Recruitment to act on my behalf. I consent to any information being released about my work or health record to any prospective employer.**

**If at any point during my temporary assignment, the client wishes to employ me directly, I acknowledge that Futures will be entitled either to charge the client an induction fee, or agree to an extension of the assignment.**

**Personal information (i.e phone numbers) will not to be given to a client directly; all correspondence should go through Futures.**

**Applicant Signature:** .....

**Applicant Name:** .....

**Date:** .....