

**CANDIDATE REGISTRATION FORM** (please PRINT, SIGN and RETURN to register)



Please note: all fields must be completed and requested documents must be attached with your form to complete your registration

PERSONAL/CONTACT INFORMATION					WORK REQUIREMENTS (please circle)			IDENTIFICATION DOCUMENTS (please circle)				
Title (Please circle)	Mr	Mrs	Miss	Ms	Other	Work Required (please circle)	TEMPORARY	PERM	Passport	YES	NO	
							FULL TIME	PART TIME	Proof of N.I	YES	NO	
Name						If part-time state hours per week =	hours		Proof of Address	YES	NO	
Address												
Postcode						Work sought:	1		Qualifications docs	YES	NO	
Landline							2					
Mobile							3		<b>REFERENCES</b>			
Email							4		Name:	Name:		
D.O Birth	Day	Month	Year			Locations (or radius of a location)			Job Title:	Job Title:		
<b>NEXT OF KIN</b>									Company:	Company:		
Name:									Location:	Location:		
Number:									Email:	Email:		
Relationship:									Tel:	Tel:		
<b>CAR DETAILS</b>					<b>SKILLS, CERTIFICATIONS AND QUALIFICATIONS</b>					<b>BANK DETAILS</b>		
License (circle)	FULL		PROVISIONAL		School/College				Bank/Building Society			
Points in license =					(qualifications)				Branch (if applicable)			
Car driver	YES		NO						Name on account			
Car owner	YES		NO						Account Number			
<b>NATIONALITY</b>					Professional (certifications)				Sort Code	- -		
Complete >									Reference (if applicable)			
Fluent spoken languages									<b>DECLARATION</b>			
					IT Skills	Word	Sage	I confirm that the information I have provided is accurate and complete, to the best of my knowledge. I confirm that my details may be retained on 1 <sup>st</sup> Stop Recruitments' systems for recruitment purposes and until I request their removal				
						Excel	PowerPoint					
						CRM						
<b>CRIMINAL CONVICTIONS</b>					Additional			Name: (print)				
During the recruitment process you may be required to disclose details of any criminal convictions in line with the Rehabilitation of Offenders Act 1974. Please see Point 3 on the candidate registration checklist								Signature:				
								Date of signature: / /				