

**REGISTRATION FORM**

**Date .....**

NAME :  Mr/Mrs/Miss/Ms – Please circle as applicable	ADDRESS:	MEMBERSHIP OF PROFESSIONAL BODY (please specify):
HOME/WORK TEL NO:	MOBILE E MAIL	MEMBERSHIP/REGISTRATION NUMBER:
DOB (if 22 years old or under):	OWN TRANSPORT YES / NO	

**TYPE OF JOB SEARCHING FOR: (eg; Admin, Secretarial, Accounts etc)**  
.....

**AREAS YOU WILL WORK IN (geographical).....**

**(Tick below as appropriate)**

Temporary	Permanent	Full Time	Hourly rate required	£
Evenings	Weekends	Part Time	Current Salary £	Salary required £

**CV SKILLS – please tick the relevant boxes below:**

<b>Accountancy</b>	Sales Ledger		<b>Customer Service</b>		<b>Receptionist</b>	
Book Keeper	Trial Balance		<b>Data Entry</b>		<b>Recruitment</b>	
Cashier	VAT Returns		<b>DTP</b>		<b>Sales</b>	
Credit Control	Year End		<b>Export/Import</b>		<b>Secretarial</b>	
Financial Accts	<b>Administrator</b>		<b>Graduate</b>		Audio	
Mgmt Accts	<b>Buyer</b>		<b>Graphic Design</b>		Legal Secretary	
Month End	<b>CAD</b>		<b>IT</b>		Shorthand	
Nominal Ledger	<b>Call Centre</b>		<b>Languages</b>		Typist (wpm)	
Payroll	<b>Computer Literacy</b>		<b>Logistics</b>		<b>Stock Control</b>	
Petty Cash	Access		<b>Marketing</b>		<b>Telesales</b>	
Practice Accts	Excel		<b>Personnel</b>			
Purchase Ledger	Word		<b>Production Manager</b>			

**IT PACKAGES USED:.....**

**ADDITIONAL SKILLS (eg Engineering, IT, Languages (please specify), Transport)**  
.....

Where did you learn about Quest Recruitment?.....

Are you registered with any other agencies? **Yes/No** If yes, please state:.....

Some vacancies may require an enhanced disclosure – do you already hold this? Smoker	YES / NO YES / NO
Notice period (weeks)	Maiden Name

**In order to meet with EU regulations, we have to have sight of a UK British Passport for anyone registered with Quest Training and Recruitment. Can you please bring your passport to the office for copying as soon as is convenient so we can update our records.**

**Medical Questionnaire**

The following information will be treated in the strictest confidence, however, if there should be an urgent need to discuss any of this information your permission will be asked, where possible.

**Do you have any allergies, if so please list:.....**

**Do you/have you ever suffered from repetitive strain injury? Yes/No If yes, what was the outcome?.....**

**Do you/have you suffered from any medical conditions in the last 10 years, if so please list? (ie. Epilepsy, Diabetes)**  
.....

**Are you/have you been on any medication, if so please list?.....**  
.....

**Do you carry this medication with you?.....**

**Have you ever failed a medical? If so, please provide details.....**  
.....

**Have you been in Hospital in the last 5 years? If so, please explain why?**  
.....

**Do you normally wear glasses or contact lenses? Yes/No**

**Do you have any difficulties in recognising various colours? .....**

**Is your hearing good enough (with a hearing aid if possible) for normal purposes including using a phone? Yes/No**

**Have you/do you suffer from dizzy spells? Yes/No**  
**Have you/do you suffer with any back problems? Yes/No**

*For female employees only* **Are you pregnant? (This question is asked so that in the event of your employment, you would not be expected to undertake activities that could harm you) Yes/No**

**How many days have you been absent from work through sickness within the last 12 months?**  
.....

**In case of an emergency, please provide a contact name and number.**  
.....

**Please provide name and contact number of your Doctor?.....**  
.....

**Is there any other relevant information that you feel, as your employer, we should know? If yes, please provide details. ....**  
.....

**Declaration**

**I declare that all the forgoing statements are true and complete to the best of my knowledge and that I am not aware of any other medical condition not referred to elsewhere on this questionnaire. I understand that any misrepresentation will invalidate my application/employment, and could result in my dismissal.**

**Signature:**.....

**Date:**.....

**Please provide the names of two references – one of which should be your current/last employer:**

Referee: Job Title: Company: Address:         Telephone No.
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Are you happy for us to take up this reference immediately

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Y/N

Please circle as appropriate

Y/N

**CANDIDATE BANK DETAILS**

(for temporary staff only)

Bank name & address  
.....  
.....  
.....  
.....  
.....

Bank account number 

--	--	--	--	--	--	--	--	--	--

Bank sort code 

--	--	--	--	--	--	--

  
(can be found on the bottom of a cheque)

Telephone number.....  
Roll no. if required.....

Account holder (s) name (s) .....  
.....

National Insurance Number

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**I give my permission for Quest Recruitment to pay any monies owing to me into the bank account above.**

**CANDIDATES SIGNATURE:** ..... **DATE:**.....

**Please forward a P45 if you have one, if not then please request a P46 from Quest and tick the appropriate box and return to us. Thank you.**

For office use only:

Quest overview

.....  
.....  
.....  
.....

Job Title:

Accts/Finance	<input type="checkbox"/>	Administration	<input type="checkbox"/>	Customer Service	<input type="checkbox"/>
IT	<input type="checkbox"/>	Manager	<input type="checkbox"/>	Personnel	<input type="checkbox"/>
Reception	<input type="checkbox"/>	Sales/Marketing	<input type="checkbox"/>	Secretarial	<input type="checkbox"/>
Miscellaneous	<input type="checkbox"/>	Specify:.....			

<b>Skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Appearance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
(Circle as appropriate)											

<b>Registered</b>	<input type="checkbox"/>	<b>Unregistered</b>	<input type="checkbox"/>
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Further action required:

<b>Mailshot</b>	<input type="checkbox"/>	<b>Specific job</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>
.....		.....		.....	
.....		.....		.....	

INFORMATION CHECKLIST:

<b>References furnished:</b>	<b>Y</b>	<b>N</b>	<b>Membership of Professional Body confirmed:</b>	
<b>References requested:</b>	<b>Y</b>	<b>N</b>	.....Y	<b>N</b>
<b>Passport furnished:</b>	<b>Y</b>	<b>N</b>	.....Y	<b>N</b>
<b>Passport requested:</b>	<b>Y</b>	<b>N</b>		
<b>On Aztec:</b>	<b>Y</b>	<b>N</b>		
<b>CV on Aztec:</b>	<b>Y</b>	<b>N</b>		
<b>All forms completed:</b>	<b>Y</b>	<b>N</b>		
<b>On manual log</b>	<b>Y</b>	<b>N</b>		
<b>Test Results</b>	<b>Y</b>	<b>N</b>		

Other comments: