

CANDIDATE REGISTRATION FORMS

CANDIDATE NAME:	DATE:
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EMPLOYMENT INFORMATION

Type of Employment (please state Permanent, Temporary or Contract):

Reason for Leaving Current Role:

Current Salary (full package, including benefits and their value):

Salary Required (minimum package and basic, include hourly rate if looking for temporary work):

Notice Period (please state if your notice period can be negotiated):

Ideal Role / Future Career Aspirations:

Organisation type (sector, size):

Geographical location's you will consider travelling to:

Study support required (please state which course and stage you require assistance with):

How did you hear about us?

- Paper Advertisement (please state paper)
- Internet Advertisement (please state site)
- Davis Green website (how did you find us?)
- Mailshot
- Registered before
- Recommendation (by whom)
- Other (please specify)

Internal use

- | | | | |
|--|--------|---|--------|
| <input type="checkbox"/> Candidate form completed & signed | yes/no | <input type="checkbox"/> Copy of Professional Qualification | yes/no |
| <input type="checkbox"/> Original CV | yes/no | <input type="checkbox"/> Education Qualifications | yes/no |
| <input type="checkbox"/> References gained | yes/no | <input type="checkbox"/> Permission gained during holiday periods | yes/no |
| <input type="checkbox"/> Copy of Identification taken: | | <input type="checkbox"/> Passport | yes/no |
| | | <input type="checkbox"/> Driving Licence | yes/no |

PERSONAL DETAILS

Full Name (Mr/Miss/Mrs/Ms)	
Address:	Home Telephone: Mobile Telephone: Work Telephone: Email Address:
Nationality:	Car Owner: yes/no
Professional Qualifications:	Date Qualified:
CIPD Membership Number:	Next Exams & Date:
Davis Green Limited is committed to ensure people with disabilities are treated fairly. The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'. Are there any adjustments that we would have to make to enable you to do the job applied for or to attend an interview? Please list below:	

MISCELLANEOUS

Best Time for Interview:	Are you a Limited Company If yes – state Name & Reg. No.
Dates of Holiday Booked:	Do you need a Current Work Permit: yes/no
What other agencies are you registered with?	Companies you do not wish us to contact:
Interviews pending or already attended:	
Company name	Position
	Current Status
Computer Experience: Please list all packages used and level of proficiency (including in-house & spreadsheets)	

REFERENCE CHECKLIST

Please provide names, addresses and telephone numbers of referees from your two previous places of employment. In the case of Graduates, Trainees or Juniors, if you have not previously been employed, please supply name of a University, College or School Lecturer from whom a reference may be obtained.

Dates Employed :.....	Dates Employed :.....
Contact Name:.....	Contact Name:.....
Title:.....	Title:.....
Company:.....	Company:.....
Address:.....	Address:.....
.....
.....
Contact Telephone No:.....	Contact Telephone No.....
Email Address:.....	Email Address:.....

You may be required to produce official certificates at some interviews; therefore it is vitally important that all information on your CV is correct. It is easy to make a mistake so please check if you are unsure. If you are not in possession of your certificates, they can be obtained by applying in writing to the relevant examining boards.

- I confirm that all qualifications and grades are correctly stated on my CV.
- I need to double check my qualifications and will confirm them with Davis Green Limited within the next few days.

Davis Green Limited, Registered address: First Floor, 45/46 Commercial Road, Swindon, Wiltshire. SN1 5NX, Registered in England and Wales no: 3754985

Davis Green (Bristol) Limited, Registered address: Ground Floor, Unit 1, Apex Court, Woodlands Road, Almondsbury. Bristol. BS32 4JT, Registered in England and Wales no: 4835156

Davis Green (Swindon) Limited, Registered address: First Floor, 45/46 Commercial Road, Swindon, Wiltshire. SN1 5NX, Registered in England and Wales no: 4406363

I confirm that I do not have a criminal record

HUMAN RESOURCES PRACTICES MATRIX

In order for us to gain a more thorough understanding of your skills and abilities, please complete the Matrix by placing a tick in the box against any HR Practice in which you have experience. The headings at the top of the boxes are interpreted as follows:

Please Indicate your level of experience as follows:- 1=Advanced 2=Intermediate 3=Basic 4=Theoretical

Operational and Strategic are used to indicate the level at which you carried out the Practice.

<u>Resourcing</u>	Current Role	Previous Role	Operational	Strategic
Assessment Centres				
Employment Contracts				
Exit Interviews				
Graduate Recruitment				
HR/Manpower Planning				
Interviewing				
Job Analysis				
Psychometric Testing				
Redundancy				
Relocation				

<u>Rewards</u>	Current Role	Previous Role	Operational	Strategic
Cars				
Commission/Bonus				
Health				
Job Evaluation				
Payroll Activity				
Pensions				
Salary Reviews				
Salary Structures				
Salary Surveys				

<u>Development</u>				
Coaching				
Competency Development				
Computer Based Training				
Delivery of Training				
Health & Safety Training				
Induction				
Investors in People				
Management Development				
Mentoring				
NVQs				

<u>Communication/ Employee Relations</u>				
Discipline/ Grievance				
Industrial Tribunals				
ISO/Total Quality Management				
Policies / Procedures				
Union Negotiations				
Works Councils				

<u>Change Management</u>				
Acquisitions/Mergers				
New Business Set Up				
Restructures				

<u>Performance Management</u>				
Appraisal				
Counselling				
Employee Assistance				
Objective Setting				

<u>Specialist Knowledge</u>				
HR Systems				
Employment Law				
TUPE				

STRENGTHS AND WEAKNESSES

Davis Green Ltd will collect personal details, which you provide to us in this document for the purposes of providing you with work-finding services. In providing this service to you we will need to transfer your personal details to our client companies and therefore request your written permission as necessary under the Data Protection Act 1998. Please be aware that we do not transfer documents to a client recruiting for a specific vacancy without your prior authorisation.

The information I have given on this form is true and I agree that I will notify Davis Green Limited with the results of any introduction made by them. I further agree that at no time will I disclose or otherwise make available to any third party any information supplied to me by Davis Green Limited.

I understand that Davis Green Ltd will be retaining my personal details for a maximum period of six years unless contact has been made throughout this period. It will then be deemed as six further years from the date of the last contact.

Requests to view any personal data held by Davis Green Ltd should be made in writing and accompanied by a cheque for £10.00 made payable to Davis Green Ltd along with a copy of your passport showing a photo for identification purposes. A response will be made within 21 days that will detail an appointment made on your behalf to visit the Head Office within 40 days. Reasonable time must have lapsed before a second request will be dealt with by Davis Green Ltd.

Signed.....Date.....

Name in Print.....

Consultant.....