

## CANDIDATE REGISTRATION FORMS

<b>CANDIDATE NAME:</b>	<b>DATE:</b>
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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"/> <b>Candidate form completed &amp; signed</b> <b>yes/no</b><br><input type="checkbox"/> <b>Original CV</b> <b>yes/no</b><br><input type="checkbox"/> <b>References gained</b> <b>yes/no</b><br><input type="checkbox"/> <b>Copy of Identification taken:</b><br><div style="padding-left: 20px;"><b>Passport</b>    <b>yes/no</b></div> | <b>Copy of Professional Qualification</b> <b>yes/no</b><br><b>Education Qualifications</b> <b>yes/no</b><br><b>Permission gained during holiday periods</b> <b>yes/no</b><br><br><b>Driving Licence</b> <b>yes/no</b> |
|---|---|

**PERSONAL DETAILS**

<b>Full Name (Mr/Miss/Mrs/Ms)</b>	
<b>Address:</b>	<b>Home Telephone:</b> <b>Mobile Telephone:</b> <b>Work Telephone:</b> <b>Email Address:</b>
<b>Nationality:</b>	<b>Car Owner:</b> <b>yes/no</b>
<b>Professional Qualifications:</b>	<b>Date Qualified:</b>
	<b>Next Exams &amp; Date:</b>
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**

<b>Best Time for Interview:</b>	<b>Are you a Limited Company</b> <b>If yes – state Name &amp; Reg. No.</b>	
<b>Dates of Holiday Booked:</b>	<b>Do you need a Current Work Permit:    yes/no</b>	
<b>What other agencies are you registered with?</b>	<b>Companies you do not wish us to contact:</b>	
<b>Interviews pending or already attended:</b>		
Company name	Position	Current Status
<b>Computer Experience:</b> 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.
- I confirm that I do not have a criminal record

**STRENGTHS AND WEAKNESSES**

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**EXPERIENCE CHECKLIST**

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

<b>MANAGEMENT ACCOUNTING</b>	<b>FINANCIAL ACCOUNTING</b>	<b>AUDIT</b>
Preparation of pack	Statutory year end	Compliance
Variance analysis	Consolidated accounts	Financial investigations
Budget preparation	Profit and loss accounts	Insolvency/corporate recovery
Cash flow forecasts	Balance sheets	Mergers & acquisitions
Capital expenditure	Fixed assets	Operational review
Project accounting	Treasury accounting	Secondments
Work in progress	Taxation	Internal audit

<b>GENERAL ACCOUNTS</b>	<b>GENERAL ACCOUNTS</b>	<b>PAYROLL</b>
Trial balance	Manual /computerised cheque runs	Monthly payroll (how many?)
Double entry book-keeping	Bought Ledger	Weekly payroll (how many?)
Nominal Ledger	Expense Ledger	P11D's      Pensions
Control Accounts	Sales Ledger	
Month end reconciliation	Credit Control	<b>COST ACCOUNTING</b>
Prepayments and accruals	Petty cash	Job/production costing
Foreign currency	VAT returns	Contract costing
Cash books	Stock control	Standard costing
Bank reconciliation		Activity based costing

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.....