

CANDIDATE REGISTRATION FORMS – FINANCE



CANDIDATE NAME:

ADDRESS:

HOME TELEPHONE:

MOBILE TELEPHONE:

WORK EMAIL:

PERSONAL EMAIL:

NATIONALITY:

DO YOU REQUIRE A CURRENT WORK PERMIT?

Yes: No:

DO YOU WORK ON A LIMITED COMPANY BASIS?

Yes: No:

PLEASE STATE NAME/REG.NO. :

CURRENT DRIVER? Yes: No:

DATES OF ANY HOLIDAY BOOKED:

EMPLOYMENT INFORMATION

CURRENTLY WORKING:

Yes: No:

TYPE OF EMPLOYMENT WANTED:

Permanent Temporary Contract Part Time

REASON FOR LEAVING CURRENT / PREVIOUS ROLE:

CURRENT / MOST RECENT SALARY:

Detail all benefits and their monetary value

SALARY REQUIRED:

Detail all benefits and their monetary value

Davis Green agrees to pay you a minimum of the statutory minimum wage, however, if your salary required is higher, Davis Green will endeavour to pay you that rate.

NOTICE PERIOD:

Please state if your notice period can be negotiated:

IDEAL ROLE SOUGHT / CAREER ASPIRATIONS:

GEOGRAPHICAL LOCATIONS YOU WILL CONSIDER TRAVELLING TO:

PROFESSIONAL QUALIFICATIONS:

QUALIFICATION GAINED / STUDYING:	
DATE QUALIFIED:	
HOW MANY PAPERS PASSED / LEFT TO TAKE	
NEXT EXAM DATE:	
STUDY SUPPORT REQUIRED?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PLEASE STATE WHICH COURSE AND THE STAGE YOU REQUIRE SUPPORT FOR:	

COMPUTER EXPERIENCE: Please list all packages used and level of proficiency (including in-house & spreadsheets

EXPERIENCE CHECKLIST:

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

MANAGEMENT ACCOUNTING		FINANCIAL ACCOUNTING		AUDIT	
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	-

GENERAL ACCOUNTS		GENERAL ACCOUNTS		PAYROLL	
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	-	COST ACCOUNTING	
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	-

REFERENCE CHECKLIST

Please provide all contact details (including email addresses) of referees from your two previous places of employment and grant us the permission to contact these on your behalf.

If you have not previously been employed, please supply the details of a University, College or School Lecturer from whom a reference may be obtained.

	REFEREE 1:	REFEREE 2:
COMPANY:		
CONTACT NAME:		
POSITION OF CONTACT:		
ADDRESS:		
TELEPHONE NUMBER:		
EMAIL:		
DO YOU GRANT US PERMISSION TO CONTACT THIS REFEREE IMMEDIATELY?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

HOW DID YOU HEAR ABOUT US?	
NAMES OF OTHER AGENCIES REGISTERED WITH:	
COMPANIES YOU DO NOT WISH US TO CONTACT:	
INTERVIEW(S) PENDING / RECENTLY ATTENDED:	

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 current criminal record

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'.

Davis Green Limited is committed to ensure people with disabilities are treated fairly.

Are there any adjustments that we would have to make to enable you to do the job applied for or to attend an interview?

Yes: No:

Please list here:

Davis Green Limited 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 Limited 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 Limited should be made in writing and accompanied by a cheque for £10.00 made payable to Davis Green Limited 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 Limited.

Davis Green and its associated companies act as an Employment Business and we will be seeking permanent, temporary and interim contract positions for you in accordance with your stated preference on your completed registration forms. Please note that our terms and conditions are attached below for your perusal.

SIGNED (candidate):

DATE:

PRINT NAME:

CONSULTANT:

PAYE TERMS OF BUSINESS

[Please click here to view Terms](#)

LIMITED CONTRACTOR TERMS OF BUSINESS

[Please click here to view Terms](#)