

Circle the following

Temp or Perm
Part-time or Full Time
Hours

DATE:

CATEGORY:

TITLE and FULL NAME:	
ADDRESS:	
TEL. HOME:	MOBILE:
E-MAIL:	WORK:
NEXT OF KIN:	CONTACT TEL:
DATE OF BIRTH:	
Do you have any medical conditions? If yes, please specify	Yes / No
Do you have any unspent convictions? If yes, please specify	Yes / No
IT SKILLS - please give a rating out of 10 (1 - low 10 for high)	
Word _____	Web (Explorer, Firefox, Safari) _____
Excel _____	Accounting Packages _____
Powerpoint _____	le: Sage, Quickbooks, Pegasus, Iris etc _____
Access _____	Foreign Languages _____
Graphic CAD/Indesign etc _____	
Legal/Medical _____	
Typing - Audio (wpm) _____ Copy (wpm) _____	Shorthand (wpm) _____ Key Depressions _____
PREFERRED GEOGRAPHICAL AREA OF WORK le: City Centre, Pynes Hill, Marsh Barton, Sowton, other _____	FULL DRIVING LICENCE Yes / No CAR Yes / No Smoker Yes / No
INTERESTS and HOBBIES	
MOST RECENT EMPLOYMENT	
Dates From: _____ To: _____	Company Name: _____
Your Position: _____	Location: _____
Responsibilities: _____	Type of Business: _____
Liked: _____	Disliked: _____
Salary £ _____	Reason for Leaving: _____

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The best job you have had and why:
What companies or industries would you like to work for:
What companies or industries wouldn't you like to work for:
Your dream job would be...
Your strengths:
Your weaknesses:
What 5 things are really important to you in a position: 1 2 3 4 5
Period of notice:
Salary/pay expectation £ per annum £ per hour
Companies that you have contacted directly:
Other agencies that you have contacted:

Interviewer's comments:

For Mango Personnel to speculatively send out your information
Signature ~ _____ Date ~ _____

DATA PROTECTION ACT

Information from this application may be processed by computer for purposes registered by Mango Personnel Ltd under the Data Protection Legislation. Individuals have the right to computerised personal data concerning them.