



Matchstick Staffing Registration Form

shaded areas for office use only

Title	First name	Surname	Date of birth (Optional)	Consultant	Today's date
Address			Telephone numbers:		
Postcode			Mobile		
Email address			Home		
Nearest bus/tube/train					
Nationality	Passport/visa number	Visa description & expiry	Seen by & date		

Position sought (e.g. PA, Receptionist, Team Assistant, HR):

Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	Fixed Term Contracts <input type="checkbox"/>
Full-time <input type="checkbox"/>	Part-time (please also specify desired hours/days) <input type="checkbox"/>	
Current/most recent salary	Salary required	Hourly rate required (if looking for temp)

Your availability:

Are you available immediately for work?	If not, what date are you available from or what is your notice period?	What is the most convenient time for you to attend interviews?
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Any upcoming holiday dates? If yes, please give dates:

Education:

Please outline highest level of education attained:	Secretarial college attended (if applicable):
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Skills (please tick all relevant boxes below):

Touch typing	Shorthand	Outlook	SIMS
Audio typing	Meet & Greet/FOH	Salesforce	InDesign
Switchboard Experience	Data Entry	SAP	Other packages? Please state:
Minute taking	Mail Merge	FileFinder Database	
Typing speed (please state Words Per Minute, if known)	Word Basic <input type="checkbox"/> Inter <input type="checkbox"/> Adv <input type="checkbox"/>	Excel Basic <input type="checkbox"/> Inter <input type="checkbox"/> Adv <input type="checkbox"/>	PowerPoint Basic <input type="checkbox"/> Inter <input type="checkbox"/> Adv <input type="checkbox"/>

Please list any additional languages you have and the fluency level:

Do you have a current DBS certificate? If yes, please let us know the issue date:

(NB this is just relevant for our education sector clients and you may have this clearance if you've worked within schools or done any voluntary work with children/vulnerable adults).

Please turn over

Your search so far:

Which other companies have you interviewed with:

Which other agencies have you registered with:

References: please complete, starting with your most recent temp or perm job listed first.

Company name:

Referee name and job title:

Position held:

Referee telephone number:

Dates worked:

Referee email address:

Happy for us to contact for a reference? Yes No

Company name:

Referee name and job title:

Position held:

Referee telephone number:

Dates worked:

Referee email address:

Happy for us to contact for a reference? Yes No

Please describe your key strengths and outline any areas for development:

-
-
-

What are the three most important factors that you are looking for in your next role?

-
-
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Consultant notes:

The small print!

1. I confirm that the information I have given on this application form and the CV I have submitted to Matchstick Staffing represent a true and fair description of my work history.
2. I undertake that I will immediately notify Matchstick Staffing of any offer employment received from a client of Matchstick Staffing (or any subsidiary, associated or controlling company of such client) or from a third party as a result of the introduction from Matchstick Staffing.
3. I acknowledge that all information of whatever nature, related to Matchstick Staffing and any client of Matchstick Staffing, is strictly confidential and hereby undertake not to disclose any information to any third party or otherwise allow the same to come into possession of any third party.
4. I am happy for Matchstick Staffing to send me marketing materials such as newsletters and offers via:
Please tick: Mail Email SMS Phone
I am happy for Matchstick Staffing to contact me with recruitment related matters such as job alerts and interview scheduling via:
Please tick: Mail Email SMS Phone
You can change your preferences at any time by emailing unsubscribe@matchstick.co.uk
5. I give my consent for Matchstick Staffing to use the information given on this form to create a candidate record on their own database (Matchstick Staffing's data processor is Microdec). **Please tick:** Yes No **You can change your preferences at any time by emailing unsubscribe@matchstick.co.uk**

Signed:

Date: