



Confidential Application Form

PLEASE WRITE IN BLOCK CAPITALS

1. Surname.....

First Name..... Marital Status.....

Title Mr / Mrs / Miss / Ms DOB.....

Address..... Nationality.....

..... Do you have the right to work in the UK? Yes/No

..... Current Driving Licence Yes / No

Postcode..... Mobile Number.....

Home Telephone..... Office Telephone.....

Email Address.....

2. Salary

Present Basic Salary..... Basic Salary Required.....

Present Package Value..... Package/Benefits Required.....

Benefits Received.....

3. Notice Period(If Any)..... Availability for Interviews.....

What position are you looking for?.....

Are you interested in part-time work Yes / No

Are you interested in short/long term contracts? Yes / No

Do you have any holidays booked Yes / No
If Yes, dates.....

How did you hear about Shine Recruitment?.....

If applicable, which specific advertisement / newspaper / website.....

Present State of Health?.....

Details of any Serious Illness?.....

Do you have any unspent convictions? Yes / No

If 'Yes' please give details.....

4. Opportunities

Priorities for you in next role?.....

Which companies would you like to work for?.....

Which companies would you NOT like to work for?.....

Agencies/Companies already contacted?.....

Ongoing Interviews?.....

Declaration

I declare that the information I have supplied is true to the best of knowledge, and that my C.V is accurate and up to date. I authorise Shine Recruitment to approach the companies I nominated and other companies on my behalf. I understand that in their efforts to find a suitable role for me, Shine Recruitment will need to share some or all of the information I have provided, with potential clients. Shine Recruitment may use some or all of the information I have provided for monitoring, salary surveys and other marketing purposes. If you do not wish Shine Recruitment to use your data for these purposes you may request this in writing to your Shine Recruitment representative.

I hereby give my express permission for Shine Recruitment to make applications using my C.V for any relevant position or positions similar to those I am looking for.

Referees Authorisation:- I authorise Shine Recruitment to approach any of the named individuals to gain references and for the information to be divulged to any potential clients.

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

Print Name.....

Consultants Name..... Signed..... Date.....

Re-enactment Declaration

As a previously registered candidate, I hereby declare that I have approached Shine Recruitment directly to act on my behalf in my finding me alternative employment. Under no circumstances have Shine Recruitment contacted me directly or indirectly to discuss potential roles.

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

Print Name.....

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Candidate Reference Request

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All candidates registered with Shine Recruitment must provide two present references.

1. Reference 1

Name.....
Company.....
Position.....
Telephone Number..... Email Address.....

2. Reference 2

Name.....
Company.....
Position.....
Telephone Number..... Email Address.....

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