



# Personal Record

## Private & Confidential

Please complete in block capitals and black ink

OFFICE USE ONLY	Applicant Ref No		Consultant	
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### GENERAL – Section 1

Title: \_\_\_\_\_ Tel No. (Home): \_\_\_\_\_  
 First Names: \_\_\_\_\_ Tel No. (Work): \_\_\_\_\_  
 Surname: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Partner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Present Address: \_\_\_\_\_ If less than 3 years please state previous address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

Age: \_\_\_\_\_ Smoker: \_\_\_\_\_

Sex: \_\_\_\_\_ Former Name: \_\_\_\_\_ Accommodation: Owner / Rented:

National Insurance Number: \_\_\_\_\_

How did you hear of SSR®: \_\_\_\_\_ Name of publication, exhibition, personal referral: \_\_\_\_\_

What is your preferred location: \_\_\_\_\_ Are you an EU citizen: \_\_\_\_\_ If no, country of origin: \_\_\_\_\_

Are you prepared to move to another area: \_\_\_\_\_ If yes, state preferred location(s) including overseas: \_\_\_\_\_

Do you have unrestricted entitlement to take up employment in the UK: \_\_\_\_\_ Your work visa must be shown.

Position(s) applied for: \_\_\_\_\_ OTE or bonus: \_\_\_\_\_

Position type: \_\_\_\_\_ Temp / Perm \_\_\_\_\_ Minimum salary requirement: \_\_\_\_\_

Current basic salary: \_\_\_\_\_ Notice period: \_\_\_\_\_

Do you hold a current driving licence: \_\_\_\_\_ Do you have your own transport: \_\_\_\_\_

Classification: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Do you have a company car: \_\_\_\_\_

Do you have any current or pending motoring offences: If so, please state: \_\_\_\_\_

Do you speak any foreign languages: Yes / No. If yes, please state which and level of competence: \_\_\_\_\_

Spare time interests: \_\_\_\_\_

Have you ever received a police caution, been fined, sentenced to imprisonment or placed on probation from a criminal act subject to the Rehabilitation of Offenders Act? Yes / No. If yes, please give details: \_\_\_\_\_

Has any order been made against you by a civil or military court or public authority: Yes / No. If yes, please give details: \_\_\_\_\_

Please attach a copy of your passport or birth certificate: \_\_\_\_\_ Please attach a copy of your work visa (if required): \_\_\_\_\_

Please attach a copy of your relevant training and education certificates: \_\_\_\_\_

## EMPLOYMENT RECORD – Section 2

If this includes a period of self-employment, please give 2 referees, ie bank or accountant and supplier or customer.

Name and full address of present or last employer:

Description of your duties / responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position held: \_\_\_\_\_

Fax: \_\_\_\_\_ Reporting to: \_\_\_\_\_

From: \_\_\_\_\_ Basic salary: \_\_\_\_\_

To: \_\_\_\_\_ OTE / bonus: \_\_\_\_\_

Description of company: \_\_\_\_\_

Web address: \_\_\_\_\_

Can we take up references? Yes \_\_\_\_\_ No \_\_\_\_\_

Who do we contact? \_\_\_\_\_

Reasons for leaving:  
\_\_\_\_\_  
\_\_\_\_\_

Name and full address of previous employer:

Description of your duties / responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position held: \_\_\_\_\_

Fax: \_\_\_\_\_ Reporting to: \_\_\_\_\_

From: \_\_\_\_\_ Basic salary: \_\_\_\_\_

To: \_\_\_\_\_ OTE / bonus: \_\_\_\_\_

Description of company: \_\_\_\_\_

Web address: \_\_\_\_\_

Can we take up references? Yes \_\_\_\_\_ No \_\_\_\_\_

Who do we contact? \_\_\_\_\_

Reasons for leaving:  
\_\_\_\_\_  
\_\_\_\_\_

### Past Employment Details (continued)

Company name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Reporting to: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ Basic salary: \_\_\_\_\_

Postcode: \_\_\_\_\_ To: \_\_\_\_\_ OTE / bonus: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

Company name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Reporting to: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ Basic salary: \_\_\_\_\_

Postcode: \_\_\_\_\_ To: \_\_\_\_\_ OTE / bonus: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

Company name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Reporting to: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ Basic salary: \_\_\_\_\_

Postcode: \_\_\_\_\_ To: \_\_\_\_\_ OTE / bonus: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

### EDUCATION – Section 3

Name and address of last school attended:	From:	To:	Exams Passed:	Grades (qualification result):
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name and address of polytechnics, colleges, universities attended:	Issue Date:	From:	To:	Type of Course(s):	Highest Qualification obtained:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Membership of Professional Bodies, Training Achievements, etc - including any SIA Licences: \_\_\_\_\_

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### UNEMPLOYMENT CONSENT FORM - Section 4

Each period of unemployment must be detailed on this form with name and full address of benefit office.

Applicant's full name:	_____	National Insurance Number:	_____
Full address of benefit office:	_____	Period of unemployment	_____
_____	_____	From:	_____
_____	_____	To:	_____
Full address of benefit office:	_____	Period of unemployment	_____
_____	_____	From:	_____
_____	_____	To:	_____
Full address of benefit office:	_____	Period of unemployment	_____
_____	_____	From:	_____
_____	_____	To:	_____

Any further periods of unemployment should be completed and authorised on a separate sheet.

### PERSONAL REFERENCES – Section 5

Give the names and address of two personal references known to you in excess of 10 years and in what capacity. These should not be relatives or previous employers. School leavers / graduates should name their headmaster / tutor as applicable.

1. Name:	_____	2. Name:	_____
Address:	_____	Address:	_____
_____	_____	_____	_____
Postcode:	_____	Postcode:	_____
Telephone:	_____	Telephone:	_____
Profession:	_____	Profession:	_____

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## DECLARATION

I certify that, to the best of my knowledge, the information that I have given is true and complete. I have never been convicted of any civil or criminal offence or dismissed from employment for any misconduct. I understand that any false statement or omission may render me liable to dismissal without notice or prosecution. I accept that I may be required to undergo a medical examination where requested by a company. I authorise storage and retrieval of information supplied on this form and any attachments to assist in the pursuance of future applications for work, or for the company to provide statistical analysis. I consent to SSR<sup>®</sup> Personnel, Executive Profiles Ltd & Group Companies contacting me about other services and alternative roles they feel are appropriate to me. I authorise the company and / or its nominated agent to approach previous employers, schools / colleges, character referees or government agencies to verify that the information I have provided is correct.

I, \_\_\_\_\_ (name of Applicant) authorise SSR<sup>®</sup> Personnel to apply for details of the unemployment period(s) stated in Section 4.

I have enclosed \_\_\_\_\_ sheet(s) with my application and a copy of my passport or birth certificate (please do NOT send original documentation by post).

I wish to receive NEW vacancies by email: Yes / No. I wish to receive NEW vacancies by SMS: Yes / No

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_