



# CATHEDRAL

## *Appointments*

ID CHECKED?

33-35 Southernhay East,  
EXETER, Devon EX1 1NX

Telephone: (01392) 413577

Facsimile: (01392) 425690

[jobs@cathedralappointments.co.uk](mailto:jobs@cathedralappointments.co.uk)

### CONFIDENTIAL REGISTRATION DOCUMENT TO BE COMPLETED AND SIGNED BY ALL APPLICANTS

*Cathedral Appointments seeks to offer equal opportunities in recruitment and career development to all work-seekers and registers vacancies and interviews applicants solely on the basis of skills and qualifications*

### REQUIREMENTS

Date of registration:	
Type of position/industry preferred:	
Preferred locations:	
Own transport:	
Salary expectations:	
Membership of Professional Bodies:	

### PERSONAL PARTICULARS

Name:	Date of birth:
Address:	
Home tel no:	Work tel no:
Mobile no:	Other tel no:
Home e-mail address:	Work e-mail address:
If under 18, have you received any vocational guidance?	

**COMPUTER/OFFICE SKILLS:**

Please list any relevant skills, computer packages and your level of competency:

**LANGUAGE SKILLS:**

Please list any languages and your level of oral and written fluency:

**ANY OTHER INFORMATION OR SPECIAL APTITUDES RELEVANT TO YOUR NEW CAREER:**

**OFFICE USE ONLY—TESTING RESULTS:**

**LEISURE INTERESTS:**

We find that these may provide evidence of additional competences of value to employers (please include any positions of responsibility and offices held):

**MEDICAL HISTORY:**

In order for us to ensure that all candidates have equal opportunity in the course of the recruitment process and to ensure suitability for any vacancies, please indicate any matters which you feel may be relevant to your ability to attend interviews or perform any particular kind of work:

Do you consider that you have a disability that affects your day-to-day work? YES/NO

If "YES" please give details:

Do you have any convictions other than those which are spent? YES/NO

Are you happy for your CV to be professionally checked? YES/NO

Do you hold a current driving licence? YES/NO

Has it been endorsed? YES/NO

Notice required?

Current Salary?

Additional Benefits?

Are there any companies that you do not wish us to approach?

Please advise of any companies that you or any other agency have contacted in the last 3 months

Do you want to do temporary work?

What hourly rate would you consider?

Please provide details of your last employer, one other employer and a personal reference.

Do we have your permission to take up references? YES/NO

I confirm that the information provided is correct. Signature .....

## AGENCY USE ONLY

Date:	Company:	Job No:	Client Contact:	Salary Req'd
Interviews?			Comments:	
Date:	Company:	Job No:	Client Contact:	Salary Req'd
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Interviews?			Comments:	
Date:	Company:	Job No:	Client Contact:	Salary Req'd
Interviews?			Comments:	
Date:	Vacancies discussed, mailshots & comments			