

For office use ONLY

Section :	Classification :
Annual Perm Salary :	Candidate Number :
Hourly Rate :	Digital Reference :



## Please provide the following information:

Mr/Mrs/Miss/Ms: \_\_\_\_\_ Forenames: \_\_\_\_\_  
Surname : \_\_\_\_\_ Marital status \_\_\_\_\_  
Full Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home Tel No: _____	Position applied for: _____
Mobile Tel No: _____	_____
Work Tel No: _____	Annual Salary Sought: _____
Smoker: Yes <input type="checkbox"/> No <input type="checkbox"/>	Available for Temp Work: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Birth: _____	Hourly Temp Rate Sought: _____
No. of Children: _____	CV Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality: _____	Presently Employed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Permit Expiration Date: _____	Notice Period: _____

Postal areas you wish to work in: \_\_\_\_\_  
How did you hear of Mai Day (if internet, which site?) \_\_\_\_\_  
\_\_\_\_\_

Nearest Station: \_\_\_\_\_

## Personal Details

Car Driver: Yes  No  Car Owner: Yes  No  Clean License: Yes  No   
Details of endorsements/accidents in the last 3 years: \_\_\_\_\_  
\_\_\_\_\_

Details of unspent criminal convictions in the last 5 years: \_\_\_\_\_  
\_\_\_\_\_

Details of serious/minor health problems in the last 3 years: \_\_\_\_\_  
\_\_\_\_\_

## Additional Skills

Shorthand Speed: \_\_\_\_\_

Audio Typing Speed: \_\_\_\_\_

Copy Typing Speed: \_\_\_\_\_

Spelling Test: \_\_\_\_\_

## Education

GCSE or equivalent [please list subjects]: \_\_\_\_\_

School/College attended: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

A-level or equivalent [please list subjects]: \_\_\_\_\_

School/College attended: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Further Education - Degree courses/Memberships: \_\_\_\_\_

University/College attended: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Languages [please state whether you are fluent, conversational, verbal and/or written]:

\_\_\_\_\_

## Applications

If you have registered with any other agencies recently, please detail which ones below:

\_\_\_\_\_

Please let us know where you have attended interviews during the last 3 months:

Company name: \_\_\_\_\_ Post applied for: \_\_\_\_\_ Date attended: \_\_\_\_\_

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

## Referees:

Please provide details of two who will provide references:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Co. Tel Number: \_\_\_\_\_

Referee Name: \_\_\_\_\_

Position of Referee: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Co. Tel Number: \_\_\_\_\_

Referee Name: \_\_\_\_\_

Position of Referee: \_\_\_\_\_

\_\_\_\_\_





## Candidate agreement

- 1 I confirm that the details I have provided in this application are, to the best of my knowledge true and accurate.
- 2 I agree to provide Mai Day Recruitment Services Ltd with two recent employment referees in order for them to find a suitable post on my behalf.
- 3 I agree that any information provided to me by Mai Day Recruitment Services Ltd or its clients about any vacancies will be treated in the strictest confidence. I will not pass on any information to employers, individuals or other employment agencies.
- 4 All interviews will be set up at mutually convenient times to both applicant and client. In a case where you are unable to attend an interview for any reason you will agree to tender a minimum of 24 hours notice. Failing that as much as possible will be given to Mai Day Recruitment Services Ltd. In any case where Mai Day Recruitment Services Ltd does not consider a genuine reason for cancellation then we have the right to terminate your application to seek employment.
- 5 Following an interview or temporary assignment I agree to confirm to Mai Day Recruitment Services Ltd any job offer or contract made to me. In the case of a temporary assignment I agree to complete the assignment in a professional manner, respecting all rules and regulations of the assigned company.
- 6 In the event of any appointments i.e. medical etc I will wherever possible tender three working days notice of my intention to be absent from an assignment to Mai Day Recruitment Services Ltd.
- 7 If for any reason I encounter any difficulties during a temporary assignment, which may cause me concern I will contact Mai Day Recruitment Services Ltd immediately. In the case where I feel it necessary to leave an assignment I agree to discuss the matter with Mai Day Recruitment Services Ltd before leaving the booking.
- 8 I have read fully and understood the agreement set out and find the terms are reasonable and acceptable. I accept that they will protect the best interests of Candidates, Mai Day Recruitment Services Ltd and its Clients.

Candidate Name: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

Consultant: \_\_\_\_\_

Date: \_\_\_\_\_