



Application form

NAME		MOBILE TELEPHONE	
EMAIL ADDRESS		HOME ADDRESS	
HOME TELEPHONE	WORK TELEPHONE		
VISA STATUS / WORK PERMIT REQUIRED?		CLOSEST TUBE / RAIL	
NOTICE PERIOD / DATE AVAILABLE FROM?		AVAILABLE TO TEMP?	
TYPING SPEED / AUDIO / SHORTHAND / SPEEDWRITING?		CURRENT SALARY	REQUIRED SALARY
		HOW DID YOU HEAR ABOUT BUCKINGHAM REC?	
DO YOU HAVE A CRIMINAL RECORD?		SOFTWARE / PACKAGES & LEVELS	
LANGUAGES			
ACCOUNTS / VAT / PAYE EXPERIENCE?			
		DRIVER?	OWN CAR?

Education

DATES FROM/TO	PLACE OF STUDY	EXAMS PASSED (INCLUDING GRADES)

FOR OFFICE USE ONLY

IT QUALIFICATIONS / TRAINING COURSES / SECRETARIAL COLLEGE, ETC.

Career history (most recent first)

COMPANY AND JOB TITLE	DATES FROM/TO	DETAILS