

Application form

NAME	MOBILE TELEPHONE	
EMAIL ADDRESS	HOME ADDRESS	
VISA STATUS / WORK PERMIT REQUIRED?		
NOTICE PERIOD / DATE AVAILABLE FROM?	AVAILABLE TO TEMP?	CLOSEST TUBE / RAIL
UPCOMING HOLIDAYS / DATES UNAVAILABLE?	CURRENT SALARY	REQUIRED SALARY
TYPING SPEED / AUDIO / DICTATION / MINUTE TAKING?	CURRENT BENEFITS (BONUS / PENSION / MEDICAL ETC.?)	
	HOW DID YOU HEAR ABOUT BUCKINGHAM REC?	
DO YOU HAVE A CRIMINAL RECORD?	SOFTWARE / PACKAGES & LEVELS	
LANGUAGES		
ACCOUNTS / EXPENSES / 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