

ID Provided
 Driving Licence.....
 Passport.....
 Other ID.....
 Ref Rec'd.....
 Date / /
 Cons

PLEASE PRINT CLEARLY

RITZ RECRUITMENT PERSONAL HISTORY FORM.

Date

Consultant.

ARE YOU SEEKING TEMP EMPLOYMENT PERMANENT EMPLOYMENT (TICK BOX IF APPLICABLE)

Registration No.

P E R S O N A L	Position Applied for		Home Phone	Nationality	Current Salary £ Current Benefits
	Surname Mr Mrs Miss		Business Phone	Languages Spoken	Salary Range Expected £
	First / Other names		Mobile Phone	Do you hold a British Passport?	Hours Worked
	Address		Email Address	Do you hold a valid work permit?	Notice Period
				Expiry date of work permit:	When are you available for interviews: Morning <input type="checkbox"/> After Work <input type="checkbox"/> Lunch <input type="checkbox"/> Anytime <input type="checkbox"/> Afternoon <input type="checkbox"/>
	Post Code	Number of Dependents:	State of Health	Do you own a car? Yes/No British driving licence? Yes/No	
	Nearest Tube/Station		Smoker <input type="checkbox"/> Non Smoker <input type="checkbox"/>	Typing Speedwpm	Switchboards:

E D U C A T I O N	No. of 'O' Levels / GCSE's Grade A, B or C:		Secretarial Qualifications:	Audiowpm	Ericsson.....	Mitel.....
	'A' Levels		Other Qualifications	Shorthandwpm	Meridian.....	ISDX.....
	Degree(s)			Accountswpm	Siemens.....	Alcatel.....

Tick packages you are familiar with (indicate skill level Basic / Intermediate / Adv):

	Please list most recent employer first Name and address of employer.	From - To	Title and Salary	Reason for Leaving
1	Type of Business Tel:			
2	Type of Business Tel:			
3	Type of Business Tel:			
4	Type of Business Tel:			

- Adobe Acrobat
- Apple Mac
- AmiPro
- Excel
- Email
- Filemaker
- GroupWise
- HTML
- Illustrator
- InDesign
- Lotus Notes
- Microsoft Works
- Microsoft Access
- Microsoft Publisher
- MS Word
- Mac Word
- MS Outlook
- MS Schedule
- MS Project
- MS Visio
- Photoshop
- PowerPoint
- Sage
- SAP
- SharePoint
- Bloomberg
- Datastream
- Oracle
- Peoplesoft
- Reuters

WHAT JOB SEARCH NEWSPAPER / JOB BOARD MEDIA DO YOU READ?

HOW DID YOU HEAR OF US?.....

Others (specify):

Signature: