

## Application form

### Reference

Date	Source	Received	Consultant	Salary

### Personal information

Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Sex: M F  
 Email: \_\_\_\_\_  
 I give my consent to receive emails from ROC Recruitment. Yes  No

Address: \_\_\_\_\_ Nearest tube / rail station: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Home tel: \_\_\_\_\_ Work tel: \_\_\_\_\_  
 I give my consent to receive text messages from ROC Recruitment to the mobile number above. Yes  No

### About you

Do you have any disabilities that we should be aware of? \_\_\_\_\_  
 Do you smoke? Yes  No   
 State of health: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Do you require a work permit? Yes  No

### About your next of kin

Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Tel: \_\_\_\_\_

### Your History

Have you registered with other agencies? Yes  No   
 Have you had any interviews? Yes  No   
 If yes, where and what was the outcome? \_\_\_\_\_

### Academic qualifications:

Are there any companies you do not want us to approach on your behalf? \_\_\_\_\_

### Retail training courses or vocational qualifications:

Do you have any unspent criminal convictions? Yes  No   
 If so, please disclose: \_\_\_\_\_

### For staff use

#### Job sought

- Retail Management
- Sales
- Buying/ Merchandising
- Executive
- Design/Technical
- Wholesale
- IT
- HR

#### Product Experience

- Fashion
- Homewares
- Food
- Beauty
- Other

Languages: \_\_\_\_\_

(Failure to disclose a criminal conviction that may subsequently come to light may lead to the withdrawal of your application from our records.)

Company and location	Type of industry	Position	Duties and responsibilities	From/to	Salary	Reason for leaving

**Declaration of right to work in the UK**

In order to comply with the British Immigration and Asylum Act, we are required by law to ascertain information, which means we are likely to require sight of your passport.

**Work eligibility**

I am eligible to work in the United Kingdom because (please tick)

- a) I am a British Citizen
- b) I am a Citizen of the European Community
- c) I have a valid visa
- d) Other (please explain)

**Visa details**

Type of visa held:

Expiry date:

Valid working period still available:

If you are interested in temporary work, please indicate if we can share your information with our sister company, temps-online limited.      Yes       No

**Your bank details**

Bank or Building Society:

Sort code:

Account number:

NI number:

I certify that all statements made on this form are to the best of my knowledge-true.

Signed

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**For staff use**

**Extended skills**

Competencies to be assessed: (Give evidence)

Initiative:

Oral communication:

Organisation:

Teamwork:

Willingness to learn:

Customer focus:

What motivates you?

Strengths:

Weaknesses:

What do you desire from your next position?

CV sent to	Date

<b>Comments</b>	<b>Suitable Clients</b>