



Registration Form for Permanent / Temporary Employment

To be completed by APPLICANT

Date:

Ref No:

Position Required:

Salary Required:

Surname (as passport):

Title: Mr Mrs Miss Ms Dr

Forenames (as passport):

Maiden Name:

Address:

Tel No (home):

Tel No (work):

Tel No (mobile):

Postcode:

E-mail:

Place of Birth:

Residential Quals: YES NO

Date of Birth:

Nationality:

Five Years Residency: YES NO

ITIS Ref No:

Date of Arrival in Jersey:

J Category: YES NO

Social Security No:

Full Time Part Time Hours:

am/pm

Transport:

Notice Period or Date Available:

Interview Time:

How did you learn of Top Personnel? JEP Magazine Internet Recommendation Window Display

Previously Registered 103FM Yellow Pages Other: Give Details: _____

EMPLOYMENT RECORD

Dates from to	Company	Position Held	Basic Salary	Reasons for Leaving
	CURRENT/MOST RECENT			

Full Package
Details:

Last Bonus: £

Holidays:

Dates from to	PREVIOUS			

Excel Tested <input type="checkbox"/>	Word <input type="checkbox"/>	Advanced Word <input type="checkbox"/>	List Others:
Type Tested <input type="checkbox"/>	Excel <input type="checkbox"/>	Advanced Excel <input type="checkbox"/>	
Data Entry <input type="checkbox"/>	Access <input type="checkbox"/>	PowerPoint <input type="checkbox"/>	
Languages:	Sage <input type="checkbox"/>	QuickBooks <input type="checkbox"/>	

Dates from to	School/Further Education	Qualification
	Professional Studies:	
	College/University:	
	Secondary:	

Continued:

Health

- 1. How many days have you had off work due to ill health in the last 12 months?.....
Please give reasons:
2. If you have any ongoing medical condition, or require specific support that an employer should be aware of, please give details:
3. Next of Kin:..... Relationship:..... Daytime Contact Number:.....

Additional Information

- 1. Are you aware of any disciplinary or legal procedures either being or having been taken against you? YES [] NO []
2. Do you have any convictions which under the terms of the Rehabilitation of Offenders (Jersey) Law 2001 are not considered 'spent'? YES [] NO []
3. Have you, in connection with the formation or management of any undertaking, been found guilty by a Court to be liable for any fraud, unlawful conduct, wrongful trading or other misconduct? YES [] NO []
4. Have you ever been declared bankrupt? YES [] NO []
5. Have you ever been blacklisted? YES [] NO []
6. Have you ever had any petty debt judgements or county court judgements against you? YES [] NO []
If yes to any of the above, please give details:
.....
.....

References (for Temp & Contract Workers Only)

As part of our commitment to providing a quality service to our clients, it is our policy to take references on all temporary candidates prior to confirmed assignment. Please provide details of two referees from recent employers that Top Personnel may contact.

In accordance with the Data Protection (Jersey) Law 2005, please be aware that the reference could be made available to a third party (our client) unless you indicate otherwise.

Reference 1: Most Recent Employer (If via a recruitment agency please supply their details)

Company:
Referee:
Address:
E-mail: Telephone No

Reference 2: Previous Employer

Company:
Referee:
Address:
E-mail: Telephone No

Disclaimer and Signature

Top Personnel takes your privacy seriously and is registered under the Data Protection Law. All personal information collected, retained and used by Top Personnel is for the sole purpose of recruitment and employment in compliance with the law.

I certify that my answers are true and complete to the best of my knowledge. I confirm that I give Top Personnel permission to forward this information to prospective employers. I undertake to keep Top Personnel informed of any changes to the above.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:..... Date:.....