

MRK ASSOCIATES

PERSONAL DETAILS

Surname:	Forename:
Title:	
Address:	
Postcode:	
Telephone: Home:	Work/Mobile:
Email Address:	

EDUCATION / PROFESSIONAL QUALIFICATIONS

University / College:	Dates:	Subject / Qualifications / Grades
Professional Qualification:	Dates:	Registration Number:

PROFESSIONAL DETAILS

Eligibility to work in UK:	Yes / No
National Insurance Number:	
Passport Number:	
Driving Licence:	Yes / No
Car Owner / Access:	Yes / No
Languages Spoken:	

POSITION SOUGHT

Position Required:

Salary Required:

Location Preferred:

Availability:

COMPUTER SKILLS

Word processing packages used:

Spreadsheet packages used:

Database packages used:

Other packages used:

Copy typing speed:

Audio typing speed:

PRESENT / MOST RECENT JOB

Employer:

Dates:

Job Title:

Salary:

Type of Business:

Location:

Number of staff reporting to you:

Reporting to:

Key Functions of job:

1

2

3

4

Reason for leaving:

ADDITIONAL INFORMATION

Are you registered within any other agency?	Yes / No
Agency Name:	

Have you ever been convicted of a criminal offence?
(Declaration subject to the Rehabilitation of Offenders Act)

REFEREES

Name:	Name:
Title:	Title:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Tel Number:	Tel Number:

Declaration I have provided the above information as a true and fair description of my work history, previous duties and abilities. I have omitted no facts which could affect my future employment.

Signed:

Date: