



Confidential Application Form

At Harrison Holgate our effectiveness in finding you a new role depends on the information contained in this form. Please help us to help you by completing it as fully and accurately as possible. The information contained in the form will also help prevent us from wasting your time by talking to you about positions for which you are not suited. We are also legally obliged to confirm your identity and ensure you are eligible to work in the UK. Please bring proof along to your interview.

If you have any questions please telephone (0) 20 7702 0200 and one of our consultants will be happy to assist you.

Personal details:

SURNAME **Forename(s)**

Title **Date of birth**

Address

Postcode: **National Insurance No:**

Work telephone: **Home Telephone:**
(Discretion assured)

Mobile telephone: **Email address:**
Work/personal

Current Job Title **Current Employer**

Current Salary/rate **Current Benefits**

Next salary review due: **Notice Period**

Position Sought: **Salary required:**

Do you have a current driving license? Y N **Do you have your own transport?** Y N

If you are not an EU citizen, do you have a current work permit? Y N
(Please note that we cannot assist people for jobs in the European Union who do not currently hold a valid permit to work in the E.U.)

Please list professional qualifications/study:



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Education:

School attended:

| | | | | | |
|-----------------|----------------------|----------------|----------------------|----------------------|----------------------|
| Qualifications: | <input type="text"/> | Date achieved: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |

College attended:

| | | | | | |
|-----------------|----------------------|----------------|----------------------|----------------------|----------------------|
| Qualifications: | <input type="text"/> | Date achieved: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |

University attended:

| | | | | | |
|-----------------|----------------------|----------------|----------------------|----------------------|----------------------|
| Qualifications: | <input type="text"/> | Date achieved: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Additional information:

Which companies do you not wish us to approach?

Are there any companies you would specifically like us to approach?

How did you hear about Harrison Holgate?

Do you have any medical condition or disability that may need any special facilities or support at work? Y N

Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974? Y N

If you answered Yes to either of the previous two questions please give details below:



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References help us to find you suitable employment. Obtaining references on behalf of our clients can form part of our Service Agreements. Please list people we may contact during our search (these can be former employers or market references). We will NOT contact your current employer without your consent.

| | | | |
|-----------------------------|----------------------|----------------------|----------------------|
| SURNAME | <input type="text"/> | First name(s) | <input type="text"/> |
| Title | <input type="text"/> | Position | <input type="text"/> |
| Company | <input type="text"/> | Address | <input type="text"/> |
| Telephone | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Email | <input type="text"/> | Post code | <input type="text"/> |
| Dates of employment: | From: | <input type="text"/> | To: |

| | | | |
|-----------------------------|----------------------|----------------------|----------------------|
| SURNAME | <input type="text"/> | First name(s) | <input type="text"/> |
| Title | <input type="text"/> | Position | <input type="text"/> |
| Company | <input type="text"/> | Address | <input type="text"/> |
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| Telephone | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Email | <input type="text"/> | Post code | <input type="text"/> |
| Dates of employment: | From: | <input type="text"/> | To: |

Declaration:

The information given both on this form and on my CV is true and accurate to the best of my knowledge and I have omitted no facts that could affect my future employment. I understand that by submitting my CV and personal information to Harrison Holgate Limited that my sensitive and personal data will be used, in accordance with the Data Protection Act 1998, to assist with the recruitment process.

Signed:

Date:

Print name: