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REG	
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DATE PASSPORT/VISA SUPPLIED:

Candidate Registration Form

Date:	Do you smoke?				
Surname:	Do you drive a car?				
Forename:	Do you own a car?				
Address:	Switchboards:				
	Availability for interview?				
	Holidays Planned?				
Marital Status:	Secretarial Colleges/ Universities Attended Certificates Obtained				
Children: Ages:					
State of Health:					
Schools Attended: G.C.S.E.'s A' Levels					
Typing Speed:	How much notice?				
Shorthand/ Speedwriting speeds:	Languages:				
Audio Exp:	IT skills	Never used	Basic	Int.	Adv.
How did you hear of us?:	Word				
Present Salary: Salary Req:	Excel				
Location Pref:	PowerPoint				
	Access				
Date of Birth (optional): Age:	Outlook				
	Apple Mac				
Tel(H): (m):	Sage				
	Quark				
E-mail:	Others?				
Place of Birth:					
Perm/ Temp:					

For Office Use Only

Employment Record

Dates		Company name & type of business	Position - Duties	Salary	Reason For Leaving
From	To				

For Office Use