



MediaMatch
Creative Recruitment

OFFICE USE ONLY
PRIVATE & CONFIDENTIAL

APPLICATION FORM

Registration No.

TEMP

PERM

Title _____ Forename _____ Surname _____

Address _____

Postcode _____

Telephone No. (work) _____ Telephone No. (home) _____

Mobile No. _____ Email Address _____

Date of Birth _____ Marital Status _____ Nationality _____

QUALIFICATIONS & EDUCATION

Qualifications _____

Languages _____

Schools/Colleges/Universities _____

Employment Sought _____

Locations Considered _____

Salary Required _____

Would you consider temporary/contract work _____

GENERAL INFORMATION

Driving Licence _____ Car Owner _____ Smoker/Non Smoker _____

Eligibility to work in the UK _____

Interests _____

Have you ever been convicted of a criminal offence YES/NO _____

(Declaration subject to the Rehabilitation of Offenders Act)

Please mark the boxes in accordance with the following ratings: **1=Extensive 2=Moderate 3=Limited T=Theoretical**

ACCOUNTING EXPERIENCE	OFFICE SUPPORT	SALES/MEDIA
<input type="checkbox"/> Bank Reconciliations	<input type="checkbox"/> Secretarial	<input type="checkbox"/> Telemarketing
<input type="checkbox"/> Purchase Ledger	<input type="checkbox"/> Audio	<input type="checkbox"/> Marketing
<input type="checkbox"/> Sales Ledger	<input type="checkbox"/> Copy	<input type="checkbox"/> Advertising
<input type="checkbox"/> Nominal Ledger	<input type="checkbox"/> Legal	<input type="checkbox"/> Design
<input type="checkbox"/> Payroll	<input type="checkbox"/> Medical	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Credit Control	<input type="checkbox"/> Shorthand _____ wpm	<input type="checkbox"/> Publishing
<input type="checkbox"/> VAT	<input type="checkbox"/> Reception	<input type="checkbox"/> Sales
<input type="checkbox"/> Cash Book	<input type="checkbox"/> Switchboard	<input type="checkbox"/> Copywriting
<input type="checkbox"/> Trial Balance	<input type="checkbox"/> Type _____	<input type="checkbox"/> Graphic Design
<input type="checkbox"/> Profit and Loss	<input type="checkbox"/> Administration	<input type="checkbox"/> Web Design
<input type="checkbox"/> Final Accounts	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Project Management
<input type="checkbox"/> Management Accounting	<input type="checkbox"/> Helpdesk	<input type="checkbox"/> Account Management
<input type="checkbox"/> Taxation	<input type="checkbox"/> Data-input	<input type="checkbox"/> Mac Operator/DTP
<input type="checkbox"/> Audit	<input type="checkbox"/> Filing	<input type="checkbox"/> Event Organisation
<input type="checkbox"/> Cost Accounting	<input type="checkbox"/> General Correspondence	<input type="checkbox"/> Media Planning
<input type="checkbox"/> Insolvency/Liquidations	<input type="checkbox"/> IT	<input type="checkbox"/> Media Buying
<input type="checkbox"/> Public Sector Experience	<input type="checkbox"/> Skill Set _____	<input type="checkbox"/> Editorial Experience
<input type="checkbox"/> Accountancy Practice Experience	<input type="checkbox"/> Call Centre Management	<input type="checkbox"/> Production Experience
<input type="checkbox"/> Commercial Experience	<input type="checkbox"/> Other _____	<input type="checkbox"/> Studio Management

Software packages used E=Experienced B=Basic

Package Name	Version	Level

Typing Speed _____	VDU Speed _____
Shorthand Speed _____	Audio _____

DECLARATION

I declare that the information which I have provided in the application form is true and correct and that MediaMatch Recruitment may make confidential applications to selected employers on my behalf using the information as herein provided.

SIGNED _____ **DATE** _____

OFFICE USE ONLY - NOTES
