

Date / / 2004

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**Name full:**

**Address:**

**Telephone home:**

**Bus:**

**Mob:**

**Email:**

**What professional/business organizations do you belong to?**

**Position desired?**

**Career ambitions?**

**Desired salary package?**

**Current salary package?**

**What notice do you have to give?**

**What are your strengths?**

**What are your main achievements?**

**What companies/positions would you like to be marketed to?**

**What companies/positions have you previously applied to?**

**What is the reason for leaving your current role?**

**What would you like to say about your skill set considering your strengths and comparing them to your Colleagues?**

**Referees**

**The following referees that you list below will be contacted**

**Nominate two work-related referees:**

**Name:**

**Address:**  
**Phone:**  
**Current position:**  
**Email:**  
**Name:**  
**Address:**  
**Phone:**  
**Current position:**  
**Email:**

**Declaration and authorization**

1. I certify that all information that i provide to you is true, accurate and complete.
2. I understand that all information provided about me to you will be held by you and used for the purpose of evaluating my qualifications, experience and suitability for permanent employment with you or with any other employer.
3. I authorize you to contact any person with my prior consent and seek further information from them, which may be relevant to my application for employment.
4. I authorize you to disclose information which you hold about me to any discussed potential employer and also to other recruitment consultancies which are members of the recruitment & consulting services association (rcsa). Information will only be provided to other members of rcsa if i have made an application for employment with or through them, or in the event that you discover that i have provided you with information that is false or misleading.
5. I understand that if i, or if any other person, withholds relevant information about me, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, an employer discovers that any Information I have provided, or which has been provided about me, is false or misleading.
6. I authorize you to retain any information about me until i advise you that i no longer wish to seek employment opportunities through you and that i wish you to delete or destroy that information. I understand that all payroll information will be retained for the statutory period of at least seven years.
7. Are you suffering from any injury or medical condition that could place you at risk while carrying out the ordinary duties of the type of job for which you are applying? Yes..... No.....

**Candidates name**

**signed by candidate**

**Signed on behalf of @-absolute recruitment**

**Date**

@-absolute recruitment ltd will take reasonable precautions in accordance with the privacy act 1993 to safeguard your personal information against loss, misuse or unauthorized use or disclosure. Personal information held by @-absolute recruitment ltd about you can be accessed by you, and you have the right to request correction of that information, in accordance with the privacy act 1993.

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