



ABBEY STAFF AGENCY

Lower Ground Floor
31 Hyde Gardens
EASTBOURNE
East Sussex
BN21 4PX

admin@abbeystaff.co.uk
www.abbeystaff.co.uk

FOR OFFICE USE ONLY

CATEGORY:

Date registered:

C.V. Typed Computer Ref:

Date:

Surname	Mr/Mrs/Miss/Ms	Type of Work Required
Christian Name(s)		Companies/Industries you would like to work for/in
Date of Birth		
Age		
Place of Birth		Anticipated Minimum Salary
Nationality		
Address		Accessible Towns/Areas considered
Post Code		Full UK Driving License held Current Endorsements
Telephone Number		Yes/No/Provisional
Marital Status		Car/Motorcycle owner Alternative Transport
No. of dependants		Yes/No
No. of children	Ages	Hobbies & Leisure Pursuits Sporting Achievements etc.
Do you have childminding facilities available if required?	Yes/No	
Currently Employed	Yes/No	Holiday Dates
Notice Required		HEALTH
Availability for interview		List any serious illness or operation in last five years
May contact be made at work?	Yes/No/Discreetly	List any physical disability that would adversely affect your work
Work Telephone No:		Are you registered disabled?
Will you consider temporary work?	Yes/No	Yes/No
If Yes, ask for Temp Application Card		How many days absence during last 12 months due to sickness?
If part-time work required, indicate approx. days & hours available		Do you smoke?
		Yes/No/Occasionally
		How did you hear of us?
		Which other agencies are you registered with?

EDUCATION AND TRAINING	From	To	List of Examinations and Results
Schools (Names, Locations & Types)			
Colleges/University			
Further Training/Education/Courses			

Membership of Technical or Professional Associations

Professional Qualifications
Are you fully qualified/part qualified/unqualified?

Foreign Languages proficiency: SPOKEN & WRITTEN

OFFICE SKILLS

SECRETARIAL Level of experience: Chairman/Director <input type="checkbox"/> Senior Management <input type="checkbox"/> Departmental <input type="checkbox"/>	WORD PROCESSING Hardware Software	AUDIO Used constantly <input type="checkbox"/> Odd few bits <input type="checkbox"/> Dislikes audio <input type="checkbox"/>	SWITCHBOARDS GPO Trained <input type="checkbox"/> Monarch <input type="checkbox"/> Herald <input type="checkbox"/> Kinsman <input type="checkbox"/> Regent <input type="checkbox"/> Other <input type="checkbox"/>
SHORTHAND Daily dictation <input type="checkbox"/> Odd few letters <input type="checkbox"/> Minutes <input type="checkbox"/> Telephone messages <input type="checkbox"/>	VDU Numerical input <input type="checkbox"/> Alpha input <input type="checkbox"/> What % of day <input type="checkbox"/>	TYPING SPEEDS - WPM Shorthand Audio Copy	

ACCOUNTS : Indicate level of ability - eg: 1: Good 2: Moderate 3: Limited

Sales Ledger <input type="checkbox"/>	Nominal Ledger <input type="checkbox"/>	Costing <input type="checkbox"/>	Trial Balance <input type="checkbox"/>
Credit Control <input type="checkbox"/>	Cash Books <input type="checkbox"/>	VAT Returns <input type="checkbox"/>	Bank Reconciliation <input type="checkbox"/>
Wages <input type="checkbox"/>	Purchase Ledger <input type="checkbox"/>		Manual/Computerised <input type="checkbox"/>

Computer systems used.....

