



Candidate Registration Form

(shaded areas are for office use only)

Registration No:

Bain and Gray is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Bain and Gray shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Bain and Gray will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

F:		Temp?		Current Job Title		Social Media?	
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Title	First name(s)	Surname	Present Salary	Salary Required
Address		Postcode	Mobile Number	
			Home Number	
Email address			Preferred work location City / West End / Either	

University attended (or highest level of education) and dates	Notice Period	Holiday Dates
Secretarial College attended (if applicable) and dates	How did you hear about Bain and Gray?	
Are you willing to work/relocate overseas? YES / NO	Do you have any unspent convictions? YES / NO	
Are you willing to work/relocate out of London? YES / NO	(Declaration subject to rehabilitation of offences act)	

SKILLS

Shorthand Speed
Typing Speed
Languages (and fluency)

PACKAGES

Microsoft Office	Advanced / Intermediate / Basic	Lotus	Advanced / Intermediate / Basic
Outlook	Advanced / Intermediate / Basic	Shorthand	Advanced / Intermediate / Basic
Apple Mac	Advanced / Intermediate / Basic	Salesforce	Advanced / Intermediate / Basic
Adobe	Advanced / Intermediate / Basic		
Accounts	Advanced / Intermediate / Basic		
CRM	Advanced / Intermediate / Basic		

1. The information that you provide on this form and on any CV given will be used by Bain and Gray to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to present or detect crime, to protect public funds, or in other way permitted or required by law.

2. I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to Clients. I consent to references being passed onto potential employers. If, during the course of a temporary assignment, the Client wishes to me employ me direct, I acknowledge that Bain and Gray will be entitled to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

3. Permanent candidates only. Bain and Gray are to provide you permanent recruitment services that is to say we will act as an agency as defined under the Employment Agencies Act 1973. You authorise Bain and Gray to seek work on your behalf within the field of secretarial/administrative support.

Signed

Date