

# Member's Registration Form

## Your details

Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ County: \_\_\_\_\_

Post Code: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Home Tel: (\_\_\_\_\_) \_\_\_\_\_ Work Tel: (\_\_\_\_\_) \_\_\_\_\_

Mobile Tel: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Driving License: *Yes/No* Convictions/Points: \_\_\_\_\_

Car Owner: *Yes/No* Access to Car?: *Yes/No*

## Work details

PROFESSIONAL QUALIFICATIONS: \_\_\_\_\_

\_\_\_\_\_  
(Please provide registration number or copies of your qualifications and certificates)

WORK HISTORY - (most recent employer first)

Company Name: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary (hourly rate/ annual): \_\_\_\_\_

Job Type (permanent, temporary, contract): \_\_\_\_\_ Benefits: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Notice Period: \_\_\_\_\_

Company Name: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Benefits: \_\_\_\_\_

Job Type (permanent, temporary, contract): \_\_\_\_\_ Salary (hourly rate/ annual): \_\_\_\_\_

Reason for leaving your current role: \_\_\_\_\_

**Reference Details: Please give details of referees: (last 2 employers ideally)**

Company Name: _____	Company Name: _____
Contact Name: _____	Contact Name: _____
Job Title: _____	Job Title: _____
Address: _____ _____	Address: _____ _____
Contact No.: _____	Contact No.: _____

**Job Search**

How did you hear about Vitae Financial Recruitment?: \_\_\_\_\_  
\_\_\_\_\_

Which other agencies if any are you registered with?: \_\_\_\_\_  
\_\_\_\_\_

Have you approached any companies directly or through an agency prior to this registration? If so, please advise as to the current status of application in order to avoid duplication (please include internal transfers):

Status	Quantity	Company Name(s)	Position(s)
Awaiting CV feedback	<input type="checkbox"/>	_____	_____
Interviewing	<input type="checkbox"/>	_____	_____
Awaiting Decision	<input type="checkbox"/>	_____	_____
Rejected	<input type="checkbox"/>	_____	_____

Are there any specific companies you would not wish us to approach on your behalf and why?

\_\_\_\_\_

Are there any specific companies you are particularly interested in us approaching?

\_\_\_\_\_

What are your specialist areas of accounting?:

\_\_\_\_\_

What are you salary aspirations?:

Hourly: \_\_\_\_\_ Annually: \_\_\_\_\_

## Equal Opportunities Monitoring

Gender: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_

Vitæ Financial Recruitment is committed to best practice in the recruitment, selection and employment of disabled applicants. Please indicate what adjustments need to be made which would enable you to compete fairly:

\_\_\_\_\_

Do you have any medical conditions? **Yes / No** (If yes please give details)

\_\_\_\_\_

Do you have any criminal convictions? **Yes / No** (If yes please give details)

\_\_\_\_\_

Do you have any non-spent criminal convictions? **Yes / No** (If yes please give details)

\_\_\_\_\_

## Entitlement to work in the UK

Nationality: \_\_\_\_\_ Are you a EU / EEA Citizen?: **Yes / No**  
(if yes, please supply a copy of passport)

Are there any restrictions on your passport to prohibit you working in the UK?: **Yes / No**  
(If yes please give details)

\_\_\_\_\_

Are you subject to work permit / VISA provisions? **Yes / No** (if yes, please provide a copy of the said document)

\_\_\_\_\_

## Declaration

Data Protection Acts 1984 & 1998.  
Working Time Regulations 1998.

*I understand that Vitæ Financial Recruitment will process my personal data in accordance with the Data Protection Act for the purposes of seeking employment opportunities. I authorise disclosure of my personal data to such Third parties as Vitæ Financial Recruitment sees appropriate.*

*I also declare that the information given herein is true and complete and is not presented in a way to mislead. I agree that if I give or have given false or misleading information, or omit to give relevant information, this may result in termination of membership without notice, and reimbursement of any payments I have received, together with a claim for loss of any profits.*

Signed:	Print Name:	Date:
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*For the purpose of the Working Time Regulations 1998 (as amended), I consent to work in excess of an average of 48 hours per week. I understand that I may withdraw this consent by giving Vitæ Financial Recruitment Limited, not less than 1 months written notice.*

Signed:	Print Name:	Date:
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