



DIVISION:	COMMERCIAL
REG No.:	
TITLE:	CV ATTACHED: Yes/No
FORENAMES:	PERMANENT: Yes/No
SURNAME:	If Yes, minimum salary (per annum): £
ADDRESS:	TEMPORARY: Yes/No
	If Yes, minimum salary (per hour): £
	LOCATIONS:
	DATE AVAILABLE:
POST CODE:	HOURS AVAILABLE: Days/Evenings/
HOME TEL. NO.:	Weekends/School OR _____
MOBILE/CONTACT TEL. NO.:	DATE OF BIRTH:
EMERGENCY CONTACT TEL. NO.:	SEX: Male/Female
E-MAIL ADDRESS:	MARITAL STATUS:
NATIONALITY:	HEALTH: Good/Average/Poor
WORK PERMIT:	HEALTH DECLARATION COMPLETED: Yes/No
I.D. PROVIDED:	CHECKED Yes/No
TRANSPORT:	Car/Bicycle/Public
DRIVING LICENCE:	Clean/Endorsements
	DO YOU HAVE A CRIMINAL RECORD? Yes/No

HOW DID YOU HEAR OF US? Recommendation/Paterson Recruitment Website/Advertisements (specify media):

QUALIFICATIONS:

PRESENT/LAST EMPLOYER	JOB TITLE	JOB DESCRIPTION
	DATES EMPLOYED	
	SALARY	
	REASON FOR LEAVING	
TYPE OF BUSINESS		
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	DATES EMPLOYED	
	SALARY	
	REASON FOR LEAVING	
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	SALARY	
	REASON FOR LEAVING	
TYPE OF BUSINESS		

DECLARATION
The above information is true to the best of my knowledge and belief. I wish for Paterson recruitment to use this information to seek suitable positions for me and I will advise them of any offers of employment I receive through their introduction.

If you are under the age of 18, please state if you have received Vocational Guidance: Yes/No

SIGNATURE:

DATE:

STRENGTHS:	COMMERCIAL QUALIFICATIONS		
IDEAL JOB:	Qualified Accountant	Part-Qual. Accountant	
INDUSTRY SECTOR:	AAT / ACA / ACCA / CIMA	CEMAP	RSA Shorthand
COMPANIES & AGENCIES ALREADY APPROACHED:	RSA Typing	FPC1-2-3	CIPD
COMPANIES NOT TO APPROACH:	CIM		
PREFERRED INTERVIEW DATES/TIMES:	COMMERCIAL SKILLS		
EMPLOYMENT REFEREE	Accounts		
Name	Basic	Computerised	Credit Control
Position	Management Accs	Manual	Nominal Ledger
Company	PAYE/Petty Cash	Purchase Ledger	Sales Ledger
Address	Stock Control	VAT Returns	Book Keeping
	Customer Service		
Tel. No.	Telephone Skills	Supervisory	
EMPLOYMENT REFEREE	Data Entry		
Name	Alpha	Numeric	
Position	H.R./Personnel		
Company	HR Manager	HR Assistant	HR Administrator
Address	IT Skills		
	MS Word	MS Projects	Access Database
Tel. No.	email/ Internet	Excel/ Spreadsheets	Internal Systems
EMPLOYMENT REFEREE	Networks	PAS	Pegasus
Name	PowerPoint	SAGE	SAP
Company	ORACLE	Management & Executive	
Address	Director	Middle Manager	Senior Manager
	Office Manager	Trainee Manager	
Tel. No.	Reception		
OFFICE USE ONLY	With Switchboard	Without Switchboard	
A	A / B / C	Sales & Marketing	
Comments	Account Manager	Field sales	Marketing Assistant
S	A / B / C	Marketing Co-ordinator	Marketing Manager
Comments	Retail Assistant	Retail Management	Telesales
P	A / B / C	Secretarial/Word Processing	
Comments	Minute Taking	Copy Typing	P.A.
E	A / B / C	Audio	Legal
Comments	Figures	Technical	Medical
INTERVIEW NOTES:	Administration	Keyboard Skills	Shorthand/Speedwriting
INTERVIEWED BY:		30-60 wpm	up to 30 wpm
		60+ wpm	
	Languages		
	English	Finnish	French
	Italian	Spanish	German
	Dutch	Swedish	Other
	Purchasing skills		
	Purchasing skills	Merchandising	Stock Control
	Buying	ISQ	QA/QS
	CIPS		