

**DIVISION: TECHNICAL/IT**

REG NO:

<b>TITLE:</b>	<b>CV ATTACHED/EMAILED</b> Yes / No	
<b>FORENAMES:</b>	<b>TEMPORARY</b> Yes / No	
<b>SURNAME:</b>	<b>Min hourly rate:</b> £ _____ per hour	
<b>ADDRESS:</b>	<b>PERMANENT</b> Yes / No Full time / Part Time	
	<b>Min Salary:</b> £ _____ per annum	
	<b>DATE AVAILABLE FROM:</b>	
	<b>PREFERRED LOCATIONS :</b>	
<b>POST CODE:</b>	<b>DRIVING LICENCE</b> Yes/No	
<b>MOBILE ☎</b>	<b>TRANSPORT:</b> Car / Motorcycle / Bicycle / Public	
<b>HOME ☎</b>	<b>HOURS AVAILABLE:</b> Days / Eve / Weekends / School / Other:	
<b>EMERGENCY CONTACT ☎ NAME:</b>		
<b>EMAIL ADDRESS:</b>		
<b>SEX:</b> Male / Female	<b>STUDENT:</b> Yes / No	
<b>DATE OF BIRTH:</b>	<b>IMMIGRATION INFORMATION (COMPLETE IF APPLICABLE)</b>	
<b>DO YOU HAVE IMMIGRATION PERMISSION TO WORK IN THE UK?</b> Yes/No or N/A (please circle clearly as appropriate)	WORK PERMIT REQUIRED Yes/ No WORK PERMIT EXPIRY Date : STUDENT VISA : Yes / No Permitted hours per week:	
<b>ID/DOCUMENTS PROVIDED:</b> (please circle clearly as appropriate)	Valid Passport Birth Certificate N.I card / P45 / P46	
<b>NEW STARTER FORM SIGNED (TEMP ONLY):</b> Yes / No	<b>BANK DETAILS PROVIDED:</b> Yes / No	
<b>DO YOU HAVE ANY UNSPENT* CRIMINAL CONVICTIONS?</b> Yes / No <i>(If yes, please state convictions and dates)</i>		
<b>PROFESSIONAL QUALIFICATIONS / EDUCATION / GRADES ACHIEVED:</b>		
<b>CURRENTLY STUDYING FOR:</b>		
<b>EMPLOYMENT HISTORY</b>	<b>DATES EMPLOYED</b>	<b>JOB TITLE AND DESCRIPTION</b>
<b>PRESENT/LAST EMPLOYER NAME</b>	<b>SALARY</b>	
	<b>REASON FOR LEAVING</b>	
	<b>PRESENT/LAST EMPLOYER NAME</b>	<b>DATES EMPLOYED</b>
<b>PRESENT/LAST EMPLOYER NAME</b>	<b>SALARY</b>	
	<b>REASON FOR LEAVING</b>	
	<b>PRESENT/LAST EMPLOYER NAME</b>	<b>DATES EMPLOYED</b>
<b>PRESENT/LAST EMPLOYER NAME</b>	<b>SALARY</b>	
	<b>REASON FOR LEAVING</b>	

**Data Protection Statement** The information that you provide on this form and on any CV given will be used by Paterson Recruitment 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 prevent or detect crime, to protect public funds, or in other way permitted or required by law.

\*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Paterson Recruitment the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light

PLEASE TICK/COMPLETE BELOW SKILLS AS APPROPRIATE ✓

**IT CAD (TECHNICAL SOFTWARE)**

AutoCAD Pro-Engineer  
2000 Solid Works  
AutoCAD 14 Solid Edge  
AutoCAD LT Mathcad  
OrCAD Matlab  
SDRC I-DEAS ADAMS  
Inventor Turbocad  
Mech. Other (specify)  
Desktop  
Catia

**IT DATABASES**

Access Oracle  
Superbase Paradox  
Dataease Dbase  
Foxpro Other (specify)  
Filemaker  
Pro

**IT TELECOMMUNICATIONS**

Internet TCP/IP  
Cisco E-mail  
LAN/WAN Other (specify)

**SCIENCE**

Biology Nuclear  
Chemistry Physics  
Environmental Medical  
Food Microbiology  
Lab Geology  
Experience

**ELECTRICAL / ELECTRONIC**

15<sup>th</sup> Edition PCB Assembly  
16<sup>th</sup> Edition PLC  
Air Soldering  
Conditioning Other (specify)  
Refrigeration  
PCB Design

**CONSTRUCTION**

Bricklaying Plumbing  
Carpentry Roofing  
Plastering Site  
Household Management  
Elec. Other (specify)

**IT LANGUAGES**

Acon C  
Assembly C++  
Java Pascal  
Visual ESEI  
ACOM Delphi  
Oracle Pascal  
PHP Perl  
ASP Moravei

**IT PLATFORMS**

Win NT4  
3.11/95/98 Mac  
Win OS2  
ME/2000/XP Other  
Novell (specify  
Dos )  
Unix

**ENGINEERING MECHANICAL**

CNC Design  
Fitting Pneumatics  
Turning Hydraulics  
Milling Materials  
Fabrication Optical  
Rapid Proto.  
Other  
(specify)

**ENGINEERING AVIATION**

Airframe Engines  
Avionics Other  
Interior (specify)

**ENGINEERING GAS**

ACOP's Corgi

**WELDING & CUTTING**

MIG Stainless  
TIG Aluminium  
ARC Friction  
GAS Coded  
Plasma (Specify)

**IT DTP/GRAPHICS**

CorelDraw Photoshop  
Illustrator Rendaman  
Freelance Quark  
PowerPoint Pagemaker  
Publisher Houdini  
Other (specify)

**IT SPREADSHEETS /WORDPROCESSING**

Lotus 123 MS Word  
MS Excel WordPerfect  
Quattro Pro Other (specify)  
Supercalc

**ENGINEERING AUTOMOTIVE**

Assembly Control systems  
Design Pattern making  
Diesel MOT  
Petrol HGV / PSV  
Electronics Research /  
Trimming Development  
Bodywork Spraying  
Other (specify)

**QUALITY ASSURANCE**

Administrati on Inspection  
CMM  
Calibration Testing  
Control Six Sigma  
TQM Other (specify)  
FMEA

**Other Skills:**

**IN ORDER FOR YOU TO COMMENCE EMPLOYMENT WE REQUIRE FULL DETAILS OF 2 CONTACTABLE REFEREES, PREFERABLY PREVIOUS EMPLOYERS**

**REFEREE 1**

Name:  
Position:  
Company:  
Address:  
Email address:  
  
Tel/Fax No:

**REFEREE 2**

Name:  
Position:  
Company:  
Address:  
Email address:  
  
Tel/Fax No:

COMPANIES/AGENCIES ALREADY APPROACHED:

COMPANIES **NOT** TO APPROACH:

PREFERED INTERVIEW TIMES/DATES:

**Where did you hear about Paterson Recruitment?** (Please circle as appropriate)

Our website    Reed    Total Jobs    Fish 4    Newspaper    Recommendation    Advertisement (please specify)

**CANDIDATE DECLARATION** 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 employ me directly, I acknowledge that Paterson Recruitment will be entitled either 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).

CANDIDATE NAME ..... SIGNED ..... Date.....

*If you are under the age of 18, please state if you have received vocational guidance    Yes/No*

**OFFICE USE ONLY**

IDEAL JOB ROLE:

STRENGTHS/EXPERTISE:

AREAS FOR DEVELOPMENT:

OTHER NOTES:

**Appearance**    A/B/C

**Speech**    A/B/C

**Personality**    A/B/C

**Enthusiasm**    A/B/C

**COPIES ON FILE**

Passport / Birth Certificate  
VISA /Other :  
NI copied / P45/ P46  
References    1    2  
Temp start Form signed  
Bank Details provided  
CV: email / hard copy  
Other items:

Technical/IT

Consultant Name: