



**DIVISION:** TECHNICAL / IT  
**REG No.:**  
**(for office use only)**

Please complete all sections. Do not insert 'SEE CV' in place of an answer. Please use capitals or word processed text.

|  |                         |  |                   |
|--|-------------------------|--|-------------------|
| <b>TITLE:</b>  |                         | <b>CV ATTACHED:</b>                          | Yes/No            |
| <b>FORENAMES:</b>  |                         | <b>PERMANENT:</b>                            | Yes/No            |
| <b>SURNAME:</b>  |                         | If Yes, minimum salary (per annum): £        |                   |
| <b>ADDRESS:</b>  |                         | <b>CONTRACT:</b>                             | Yes/No            |
|  |                         | If Yes, minimum rate:                        | £                 |
|  |                         | <b>TEMPORARY:</b>                            | Yes/No            |
| <b>Post code:</b>  |                         | If Yes, minimum salary (per hour): £         |                   |
| <b>HOME TEL. NO.:</b>  |                         | <b>PREFERRED WORKING LOCATION:</b>           |                   |
| <b>MOBILE/CONTACT TEL. NO.:</b>  |                         | <b>DATE AVAILABLE:</b>                       |                   |
| <b>EMERGENCY CONTACT TEL. NO.:</b>   |                         | <b>NOTICE REQUIRED:</b>                      |                   |
| <b>E-MAIL ADDRESS:</b>   |                         | <b>ARE YOU REGISTERED DISABLED:</b>          | Yes/No            |
| <b>NATIONALITY:</b>  |                         | <b>DATE OF BIRTH:</b>                        |                   |
| <b>WORK PERMIT:</b>  |                         | <b>SEX:</b>                                  | Male/Female       |
| <b>WHAT LANGUAGES DO YOU SPEAK?</b>  |                         | <b>MARITAL STATUS:</b>                       |                   |
|  |                         | <b>HEALTH:</b>                               | Good/Average/Poor |
| <b>I.D. PROVIDED:</b>  | <b>CHECKED</b> Yes/No   | <b>HEALTH DECLARATION COMPLETED:</b> Yes/No  |                   |
| <b>TRANSPORT:</b>  | Car/Bicycle/Public      | <b>SMOKER:</b> Yes/No                        |                   |
| <b>DRIVING LICENCE (delete as appropriate):</b><br>Yes/No<br>Clean/Endorsements<br>Car / Motorbike / LGV 1-2<br>CPC / National / International |                         | <b>SMOKING ENVIRONMENT:</b> Yes/No           |                   |
|  |                         | <b>STUDENT:</b> Yes/No                       |                   |
|  |                         | <b>FORCES:</b> Yes/No                        |                   |
|  |                         | <b>DO YOU HAVE A CRIMINAL RECORD?</b> Yes/No |                   |
| <b>HOW DID YOU HEAR OF US?</b> Recommendation/Paterson Recruitment Website/Advertisements (specify media):                                     |                         |  |                   |
| <b>PROFESSIONAL QUALIFICATIONS:</b>  |                         |  |                   |
| <b>PRESENT/LAST EMPLOYER</b>   | <b>JOB TITLE</b>        | <b>JOB DESCRIPTION</b>                       |                   |
|  | <b>DATES EMPLOYED</b>   |  |                   |
|  | <b>SALARY</b>           |  |                   |
|  | <b>TYPE OF BUSINESS</b> | <b>REASON FOR LEAVING</b>                    |                   |
| <b>PREVIOUS EMPLOYER</b>   | <b>JOB TITLE</b>        | <b>JOB DESCRIPTION</b>                       |                   |
|  | <b>DATES EMPLOYED</b>   |  |                   |
|  | <b>SALARY</b>           |  |                   |
|  | <b>TYPE OF BUSINESS</b> | <b>REASON FOR LEAVING</b>                    |                   |

**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:**

**WHAT TYPE OF WORK ARE YOU CURRENTLY LOOKING FOR?**

**PREFERRED INTERVIEW TIMES:**

**COMPANIES AND AGENCIES ALREADY APPROACHED AND WHEN:**

**COMPANIES NOT TO APPROACH:**

**EMPLOYMENT REFEREE:**

**NAME:**

**POSITION:**

**COMPANY:**

**ADDRESS:**

**TEL NO:**

**PERSONAL REFEREE:**

**NAME:**

**RELATIONSHIP:**

**HOW LONG KNOWN:**

**ADDRESS:**

**TEL NO:**

## Please highlight your key skills

**NOTE:** Please be sure to complete this section, as it will give us as much information as possible to pass on to potential employers (highlight or delete as appropriate). You can expand and/or specify additional skills in the space below.

|   |  |   |
|---|--|---|
| <p><b>IT CAD (TECHNICAL SOFTWARE)</b></p> <p>AutoCAD 2000      Pro-Engineer<br/>           AutoCAD 14      Solid Works<br/>           AutoCAD LT      Solid Edge<br/>           OrCAD            Mathcad<br/>           SDRC I-DEAS      Matlab<br/>           Inventor          ADAMS<br/>           Mech. Desktop    Turbocad<br/>           Catia              Other (specify)</p> | <p><b>IT LANGUAGES</b></p> <p>Acon            C                  Fortran<br/>           Assembly      C++              Cobol<br/>           Java            Pascal            SQL<br/>           Visual         ESEI             HTML<br/>           ACOM          Delphi           Visual basic<br/>           Oracle        Pascal            SLA<br/>           PHP            Perl               ABSYS<br/>           ASP            Moravei</p> | <p><b>IT DTP/GRAPHICS</b></p> <p>CorelDraw            Rendaman<br/>           Illustrator          Quark<br/>           Freelance            Pagemaker<br/>           PowerPoint         Houdini<br/>           Publisher            Other (specify)<br/>           Photoshop</p>   |
| <p><b>IT DATABASES</b></p> <p>Access            Oracle<br/>           Superbase        Paradox<br/>           Dataease         Dbase<br/>           Foxpro            Other (specify)<br/>           Filemaker Pro</p>  | <p><b>IT PLATFORMS</b></p> <p>Win 3.11/95/98      NT4<br/>           Win ME/2000/XP    Mac<br/>           Novell                OS2<br/>           Dos                    Other (specify)<br/>           Unix</p>  | <p><b>IT SPREADSHEETS / WORD PROCESSING</b></p> <p>Lotus 123            MS Word<br/>           MS Excel            WordPerfect<br/>           Quattro Pro        Other (specify)<br/>           Supercalc</p>   |
| <p><b>IT TELECOMMUNICATIONS</b></p> <p>Internet            E-mail<br/>           Cisco              Other (specify)<br/>           LAN/WAN<br/>           TCP/IP</p>  | <p><b>ENGINEERING MECHANICAL</b></p> <p>CNC                Design<br/>           Fitting            Pneumatics<br/>           Turning            Hydraulics<br/>           Milling            Materials<br/>           Fabrication        Optical<br/>           Rapid Proto.      Other (specify)</p>   | <p><b>ENGINEERING AUTOMOTIVE</b></p> <p>Assembly            Pattern making<br/>           Design              MOT<br/>           Diesel                HGV / PSV<br/>           Petrol                Research /<br/>           Electronics         Development<br/>           Trimming            Spraying<br/>           Bodywork            Other (specify)<br/>           Control systems</p> |
| <p><b>IT NETWORK</b></p> <p>MCSE              Unix<br/>           MCP                Other (specify)<br/>           Novell<br/>           NT4</p>   |  |   |
| <p><b>ELECTRICAL / ELECTRONIC</b></p> <p>15th Edition        PCB Assembly<br/>           16th Edition        PLC<br/>           Air Conditioning    Soldering<br/>           Refrigeration      Other (specify)<br/>           PCB Design</p>   | <p><b>ENGINEERING AVIATION</b></p> <p>Airframe            Engines<br/>           Avionics            Other (specify)<br/>           Interior</p>   | <p><b>QUALITY ASSURANCE</b></p> <p>Administration      Inspection<br/>           Calibration          CMM<br/>           Control                Testing<br/>           TQM                    Six Sigma<br/>           FMEA                    Other (specify)</p>  |
|   | <p><b>ENGINEERING GAS</b></p> <p>ACOP's              Corgi</p>   |   |
| <p><b>CONSTRUCTION</b></p> <p>Bricklaying        Roofing<br/>           Carpentry          Site Management<br/>           Plastering         Other (specify)<br/>           Household Elec.<br/>           Plumbing</p>   | <p><b>WELDING &amp; CUTTING</b></p> <p>MIG                Aluminium<br/>           TIG                Friction<br/>           ARC                Coded<br/>           GAS                (Specify)<br/>           Plasma<br/>           Stainless</p>  | <p><b>SCIENCE</b></p> <p>Biology              Medical<br/>           Chemistry            Microbiology<br/>           Environmental        Geology<br/>           Food                  Genetics<br/>           Lab Experience      Other<br/>           Nuclear                (Specify)<br/>           Physics</p>  |

Please add any additional skills and supporting information which could be of interest to employers:

## INTERVIEW NOTES

### Personal Profile

### Action Plan

### Additional Notes

**A** **A / B / C**

Comments:

**S** **A / B / C**

Comments:

**P** **A / B / C**

Comments:

**E** **A / B / C**

Comments:

#### Qualification Checks

**ACA** 0207 920 8100

**ACCA** 0141 309 4080

**CIMA** 0207 637 2311

**AAT** 0207 837 8600

**ATT**

**ICM**

References Checked: Yes/No

Qualifications Checked: Yes/No

VISA Copy taken: Yes/No

INTERVIEWED BY: