



Registration form

Personal details

Name _____ Home phone _____
Address _____ Mobile _____
_____ Email _____
_____ Website _____
Postcode _____ Twitter _____
Date of birth _____ Skype _____

Emergency contact

Name _____ Telephone _____

Where did you hear about Futureheads Recruitment? _____

Permission to work in the UK

Do you hold an EU passport? Yes No

If No, do you have immigration permission to work in the UK? Yes No

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK.

Work requirements

What kind of work are you seeking?

Temporary / contract work Day rate _____

Permanent work Current salary _____

What is your current work status?

Full-time employed Unemployed

Freelance / contractor

What is your current or most recent job title? _____

Which other recruitment agencies are you currently registered with? _____

To avoid duplication please state where your CV has been sent in the past four weeks: _____

Please give details of two professional referees whom we may contact immediately:



Name _____

Position _____

Company _____

Phone _____

Email _____

Name _____

Position _____

Company _____

Phone _____

Email _____

Skills-sets

Please select which of the following skills-sets applies to you:

- | | | | |
|----------------------------|--------------------------|---------------------------|--------------------------|
| Information architect | <input type="checkbox"/> | Project/programme manager | <input type="checkbox"/> |
| User experience consultant | <input type="checkbox"/> | Producer | <input type="checkbox"/> |
| Usability consultant | <input type="checkbox"/> | Account manager/director | <input type="checkbox"/> |
| Accessibility consultant | <input type="checkbox"/> | Web content manager | <input type="checkbox"/> |
| User researcher | <input type="checkbox"/> | Web editor | <input type="checkbox"/> |
| Interaction designer | <input type="checkbox"/> | Copywriter | <input type="checkbox"/> |
| Web designer | <input type="checkbox"/> | Front end developer | <input type="checkbox"/> |
| Animator | <input type="checkbox"/> | Back end developer | <input type="checkbox"/> |
| Flash designer | <input type="checkbox"/> | Flash developer | <input type="checkbox"/> |
| Art/creative director | <input type="checkbox"/> | Technical director | <input type="checkbox"/> |
| Strategist / planner | <input type="checkbox"/> | Operations director | <input type="checkbox"/> |

Software & technical skills

Please describe your abilities in the following:

B = basic M = mid-level A=advanced

	B	M	A		B	M	A
Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	XHTML (raw coding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
InDesign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Javascript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Actionscript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After Effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	XML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3D studio max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	XAML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PHP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Axure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ASP.NET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Omnigraffle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ASP (classic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expression Blend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Silverlight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Papervision3D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please list)

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Content management systems (please list)

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Methodologies

Please describe your abilities in the following: B = basic M = mid-level A=advanced

	B	M	A		B	M	A
Agile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSADM/DSDM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prince2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PMI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Language skills

Please list any language skills and level of ability (basic / conversational / fluent)

_____	_____
_____	_____

Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

Do you have any health issues or a disability relevant to the position or role you seek? Yes No

If yes, please specify _____

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought? _____

If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc? _____

Criminal Convictions

Do you have any unspent* criminal convictions? Yes No

If yes, state convictions and dates _____



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Equal opportunities

Futureheads Recruitment Ltd 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.

Futureheads Recruitment Ltd 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. Futureheads Recruitment Ltd 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.

Data Protection Statement

The information that you provide on this form and on any CV given will be used by Futureheads Recruitment Ltd 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.

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.

Signed _____

Name _____

Date _____

*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 [insert company name], 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.**