



CANDIDATE REGISTRATION FORM

Accountants 'R' Us Limited 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.

Accountants 'R' Us Limited 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. Accountants 'R' Us Limited 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.

The information that you provide on this form and on any CV given will be used by Accountants 'R' Us Limited 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 present or detect crime, to protect public funds, or in other way permitted or required by law.

1. Personal Information

First name : _____

Last name : _____

Address : _____

Town/City : _____

Postcode : _____

Mobile : _____

Home telephone : _____

Work telephone : _____

Email : _____

NI number : _____

Legally permitted to work in the UK : Yes No If yes, specify visa name: _____

In line with Home Office guidance, we will need to verify and take a copy of your original visa/ID documentation as evidence of your right to take up paid employment in the UK if you are to be engaged by Accountants 'R' Us Limited for either temporary or permanent work.

Valid driving licence : Yes No

Own transport : Yes No



2. 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.

2.1 Do you have any health issues or a disability relevant to the position or role you seek?

Yes No If yes, please specify: _____

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

Please specify: _____

2.3 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?

Please specify: _____

3. Employment history

Please state your last four employments starting with the latest employment.

Company name	Position	From	Till	Reason for leaving

4. Educational background

Please mention here your degrees, diplomas or any other qualifications you have gained.

Qualification	Institution	Date completed



5. Accounting/Bookkeeping experience

Please only tick those task(s) you have performed during employment and **NOT** classroom studies.

<input type="checkbox"/> Data entry	<input type="checkbox"/> Maintain Sales Ledger	<input type="checkbox"/> Payroll processing	<input type="checkbox"/> Preparation of Monthly Accounts
<input type="checkbox"/> Filing	<input type="checkbox"/> Maintain Purchase Ledger	<input type="checkbox"/> Preparation of Management Accounts	<input type="checkbox"/> Preparation of Year End Accounts
<input type="checkbox"/> Invoicing	<input type="checkbox"/> Maintain Nominal Ledger		<input type="checkbox"/> Budgets
<input type="checkbox"/> Payment processing	<input type="checkbox"/> Credit control		<input type="checkbox"/> Variance Analysis
<input type="checkbox"/> Other ad-hoc duties	<input type="checkbox"/> VAT Return		<input type="checkbox"/> Business Forecasts
	<input type="checkbox"/> Bank reconciliation		<input type="checkbox"/> Other ad-hoc reports
	<input type="checkbox"/> Preparation up to Trial Balance		

6. IT skills

Please tick software(s) that you have working knowledge of.

<input type="checkbox"/> SAGE	<input type="checkbox"/> IRIS	<input type="checkbox"/> Excel	(Please specify others below)
<input type="checkbox"/> SAGE Payroll	<input type="checkbox"/> Viztopia	<input type="checkbox"/> Pivot table	
<input type="checkbox"/> QuickBooks	<input type="checkbox"/> SAP	<input type="checkbox"/> VLookup	
<input type="checkbox"/> QuickBooks Payroll	<input type="checkbox"/> SUN	<input type="checkbox"/> Macro	
<input type="checkbox"/> TAS Books	<input type="checkbox"/> Great Plains	<input type="checkbox"/> Word	
<input type="checkbox"/> TAS Books Payroll		<input type="checkbox"/> PowerPoint	
<input type="checkbox"/> MYOB		<input type="checkbox"/> Access	

7. Languages

Language	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Moderate
	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Moderate
	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Moderate
	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Moderate



8. Work related information

Notice period : Yes No If yes, specify period: _____

Current salary : • per annum : £ _____
 • per hour : £ _____

Salary expectation : • per annum : £ _____
 • per hour : £ _____

Preferred sector : Practice
 Commerce/Industry (specify industry) : _____

Type of position required : Full time
 Part time (working for the same 1 client throughout the week)
 Part time (working for 2 or more clients within a week)
 One-off assignment (lasting 1 – 5 days, or longer sometimes)

Willing to travel up to : Central London (Zone 1, 2 & 3 as per tube map)
 Anywhere within Zone 6 (as per tube map)

Willing to be relocated : Yes No If yes, specify area: _____

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 direct, I acknowledge that Accountants 'R' Us Limited 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).

SIGNED by candidate

_____ Signature

_____ Date

_____ Print name

For office use only:

Interviewed by	:	
ID checked	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
E2W	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consultant's notes	:	

		Signature of registering consultant

		Date & Time of interview