

**Application Form for THS**

When Quality Matters. Think THS.

**Important Information**

Please ensure that you fill in the information as accurately as possible. Use **black ink or type** using **capital letters**. Please do not send any original evidence with this form as we cannot be held responsible for any missing documents. Photocopy needed evidence and send them with this form, but please note that we will still need to see the originals and will therefore make arrangements for this once we have all we need.

Ensure that you attach all the relevant details, otherwise we will not be able to consider your application.

Why is this needed? At times, our staff can be working for companies that may require more information due to the nature of their business. It is essential that we carry out these checks. We do have very strict criteria that must be met before we are able recommend you to any companies.

Please note that The Hired Secretary do not guarantee any work, but we always try our best for all the candidates

that we accept on to our books.



# THE HIRED SECRETARY APPLICATION FORM

We will always endeavor to ask you before we recommend you for any job which you have the right to accept or reject.

You can contact our office between 9am and 5pm on 0800 368 9994

[www.hiredsecretar y.com](http://www.hiredsecretary.com/) mail@hiredsecretar y.com

|  |  |
| --- | --- |
| **Full name** | Type Here  |
| Previous Names | Type Here |
| Date of birth: | Type Here |
| Home Number: | Type Here |
| Mobile number: | Type Here |
| National Insurancenumber: | Type Here |

|  |  |
| --- | --- |
| **Current address: Postcode:** | Type Here |
| How long have you lived at your current address? | Type Here |



**Application Form Continued (2)**

|  |  |
| --- | --- |
| **If you have lived at your current address for less than three years, please****give us previous addresses up to the last three years:** | **Dates** |
| Type Here | Type Here  |
| Type Here | Type Here  |
| Type Here | Type Here  |

**Please send or attach two utility bills dated in the last three months. It must have your name and**

**current address details.**

**Application Form Continued (3)**

**Place of birth:**

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Do you need a work permit to work in the UK?

Yes, I do need a work permit No I do not need a work permit

If yes, do you have a work permit to work in the UK?

(If yes please send a copy of the evidence with this form)

If you need one and do not have one we will not be able to proceed with your application.

Yes, I do have a work permit

No I do not have a work permit N/A

# Application Form Continued (4)

***Please attach to this form a photocopy of the page of your passport that has your picture attached.***

***If you do not have a passport, then please photocopy your driving license photocard and your birth certification and attach it with this form.***

|  |  |
| --- | --- |
| **Previous Employment History:****Please give us the details of your last three employers and details of your role** |  |
| **Company name: Type Here****Address: Type Here****Tel: Type Here****Your role: Type Here****Years worked: Type Here** | **Company name: Type Here****Address: Type Here****Tel: Type Here****Your role: Type Here****Years worked: Type Here** |
| **Company name: Type Here** **Address: Type Here** **Tel: Type Here****Your role: Type Here****Years worked:** Type Here | Notes: Type Here |

# Application Form Continued (5)

Type Here

Type Here

Type Here

**Please provide three references. They must be your last three employers. Please can you state the company name, telephone number, address, email address and contact name, they cannot be related to you:**

**Application Form Continued (6)**

**Education:**

**Please let us know about any relevant education that you have relating to the role of an admin, personal assistant, secretary, IT etc nature, please include the year you received the qualification and where you studied. We will need a photocopy of your certificates please send them back with this application form.**

# Qualifications/Colleges/University

Type Here

Type Here

Type Here

**Application Form Continued (7)**

**Please state if you have had any convictions: Yes**

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**No**

**If yes, please state the year and give further details below:**

Type Here

**Is there anything further that you feel we should know? Please give details in the space below:**

Type Here

**Is there anything further that you feel we should know? Please give details in the space below**

**If you have a DBS (CRB) it will give you a stronger chance with certain companies, please feel free to attach a copy to this form. Please note that a DBS maybe required by some companies.**

# Application Form Continued (8)

I desire to work: Within an office: Remotely:

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Both:

I desire to be considered for council temping roles: Yes () No

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If you desire to be put forward for roles within the council or any office vacancies please state the distance in miles you are willing to travel from your home to get to work

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Do you have a full UK driving license: Yes () No

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Minimum hourly wage required:

(Type Here )



# Application Form Continued (9)

**Emergency Contact Details**

**Please provide details of who we can contact in case of an emergency**

|  |  |
| --- | --- |
| **Name** | **Relationship to you** |
| House Number:(Type HereMobile Number: Type Here |  Type Here  |



Type Here

**If you have any health issues that may affect you at work please list them here:**

Type Here

# Application Form continued (10)

Please provide details of the bank account where you would like to receive your wages below:

Sort Code: Account Details: Name on the Card:

Type Here

Type Here

Type Here

**Please sign the information below after reading it carefully. This is legally binding**

**I Type Here have filled out this application and hereby sign to say that the information that I have given is accurate and true to the best of my knowledge. I understand that I will be held responsible for any consequences that may arise as a result of my omitting relevant and accurate information.**

**Only sign this section if you would like to work remotely:**

**By signing this form, you also agree that you have a quiet, private and well ventilated area from which to work and all the necessary equipment needed. That you have the correct type of chair and desk that will minimize the risk of back issues or injury, and agree to keep yourself well hydrated during any working period.**

**You also agree to keep confidential any data or information that you may be party to through the services you render via The Hired Secretary and any of its clients.**

**Signed Sign Here Full printed name Type Here Date Date Here**

**Please return the form to The Hired Secretary, Suite 1, 2a Lenham Road, CR7 8QS or email it to** **mail@hiredsecretary.com.**

# Application Continued (11)

Please state your availability for work

|  |  |  |
| --- | --- | --- |
| Day | Yes/No | Hours |
| Monday |  Type Here | Type Here  |
| Tuesday | Type Here  | Type Here  |
| Wednesday | Type Here  | Type Here  |
| Thursday | Type Here  | Type Here  |
| Friday | Type Here  | Type Here  |
| Saturday | Type Here  | Type Here  |
| Sunday | Type Here  | Type Here  |

**For office use only:**

**Have you received all the relevant documents: Yes / No If no, please state those that are missing:**

**Results of aptitude test: Interview conducted: Yes / No Application: Pass / Fail**