

Temporary Staff Report

Section 1: Personal Details				
CID		Title		
First Name		Last Name		
Telephone Number (Home)		Telephone Number (Mobile)		
Email Address				
Do you have permission to work in the UK?			Yes	No
Are you an Agency Temp worker?			Yes	No
Additional Information				
Section 2: Work Availability				
Are you available at anytime?			Yes	No
Available Time Slots • Please tick your available timeslots				
DAY	Am	Pm	Evening	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Are you available during College holidays ONLY?			Yes	No
Additional Information				
Section 3: Previous College Work Experience				
Did you work at College before?			Yes	No
Previous College Work Experience				
Dept/Division	Previous manager name	Contact number/ email of manager	Type of work	Last date of assignment

Additional Information				
Section 4: Skills and Experience				
Skills (Multiple selection)	<input type="radio"/> <i>Accountancy</i> <input type="radio"/> <i>Bar work</i> <input type="radio"/> <i>Catering Skills</i> <input type="radio"/> <i>Child Care</i> <input type="radio"/> <i>Diary management</i> <input type="radio"/> <i>Filing/Photocopying</i> <input type="radio"/> <i>ICIS Financials</i> <input type="radio"/> <i>ICIS HRMS</i> <input type="radio"/> <i>ICIS OSS</i> <input type="radio"/> <i>Invoicing/Petty cash management</i> <input type="radio"/> <i>Knowledge of MS Office applications - Access</i> <input type="radio"/> <i>Knowledge of MS Office applications - Excel</i> <input type="radio"/> <i>Knowledge of MS Office applications - Word</i> <input type="radio"/> <i>Knowledge of databases</i> <input type="radio"/> <i>Manual Handling</i> <input type="radio"/> <i>Meeting Organising</i> <input type="radio"/> <i>Minute Taking</i> <input type="radio"/> <i>Secretarial</i> <input type="radio"/> <i>Telephone experience/Message taking</i> <input type="radio"/> <i>Travel arrangements</i> <input type="radio"/> <i>Word Processing/keyboard skills</i>			
Other skills NOT included above				
Would you be able to supply a CV upon request?			Yes	No
Additional Information				

Section 5: Work Preferences	
Preferred Locations (Multiple selection)	<input type="radio"/> <i>Any Locations</i> <input type="radio"/> <i>Charing Cross</i> <input type="radio"/> <i>Chelsea and Westminster</i> <input type="radio"/> <i>Hammersmith</i> <input type="radio"/> <i>Royal Brompton</i> <input type="radio"/> <i>Silwood Park</i> <input type="radio"/> <i>South Kensington</i> <input type="radio"/> <i>St Mary's</i>
Other locations NOT included above	
Preferred Positions (Multiple selection)	<input type="radio"/> <i>Any Positions</i> <input type="radio"/> <i>Accountancy</i> <input type="radio"/> <i>Administration</i> <input type="radio"/> <i>Bar</i> <input type="radio"/> <i>Catering/Hospitality</i> <input type="radio"/> <i>Early Years (Nursery)</i> <input type="radio"/> <i>Financial</i> <input type="radio"/> <i>HR</i> <input type="radio"/> <i>Information Technology</i> <input type="radio"/> <i>Secretarial</i> <input type="radio"/> <i>Security</i> <input type="radio"/> <i>Student Services</i>
Other positions NOT included above	
Additional Information	

- **I have read and agree to the terms and conditions**