

# Candidate registration form

## Personal details

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home e-mail: \_\_\_\_\_ Work e-mail: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Please select the preferred way to contact you:  Phone  Mobile  E-mail  Personal  Work

## Additional information (if you need more space for any answer, please attach a separate sheet)

**Driving licence?**  Yes  No **Own transport?**  Yes  No

**Do you require a visa or work permit to work in the UK?**  Yes  No

If yes, please give details of your visa/permit (you will be required to show documentary evidence of this):  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have any convictions not yet spent under the Rehabilitation of Offenders Act?**  Yes  No

If yes, please give details:  
\_\_\_\_\_  
\_\_\_\_\_

## Please list languages spoken and indicate degree of fluency:

Language: \_\_\_\_\_ Fluency:  Fluent  Intermediate  Basic

Language: \_\_\_\_\_ Fluency:  Fluent  Intermediate  Basic

## Your requirements

Current salary: £ \_\_\_\_\_ Salary required: £ \_\_\_\_\_ These figures will be used to assess which positions may be of interest to you.

**Type of role required:**  F/T  P/T  Interim  Trainee

**Would you relocate?**  Yes  No

Preferred location (including overseas): \_\_\_\_\_

**If currently in employment, what is your notice period?** \_\_\_\_\_

**What is the reason for leaving your current/last role?** \_\_\_\_\_

**How did you hear about ICSA Recruitment?** \_\_\_\_\_

**If you are a Member of ICSA, please provide your Membership number:** \_\_\_\_\_

**Are you registered with any other recruitment consultancies?**  Yes  No

If yes, please state who: \_\_\_\_\_

**Type of role you are looking for:** \_\_\_\_\_

**Type of organisation you would prefer, e.g. plc/not-for-profit etc.:** \_\_\_\_\_

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**Please tick, if you have experience of any of the following:**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Accounting  | <input type="checkbox"/> Data Protection Act          | <input type="checkbox"/> Investor communications     | <input type="checkbox"/> Personnel/HR               |
| <input type="checkbox"/> AIM   | <input type="checkbox"/> Disposals                    | <input type="checkbox"/> Investment trusts           | <input type="checkbox"/> PLC                        |
| <input type="checkbox"/> Acquisitions and mergers                              | <input type="checkbox"/> Document management          | <input type="checkbox"/> Intellectual property       | <input type="checkbox"/> Powers of attorney         |
| <input type="checkbox"/> Banking   | <input type="checkbox"/> Employment law               | <input type="checkbox"/> Joint ventures              | <input type="checkbox"/> Property                   |
| <input type="checkbox"/> Board evaluation                                      | <input type="checkbox"/> Facilities/health and safety | <input type="checkbox"/> Law commercial              | <input type="checkbox"/> Reports/accounts           |
| <input type="checkbox"/> Budgets   | <input type="checkbox"/> Flotation/listing            | <input type="checkbox"/> Law company law             | <input type="checkbox"/> Stock exchange             |
| <input type="checkbox"/> Charities admin                                       | <input type="checkbox"/> Financial management         | <input type="checkbox"/> Litigation                  | <input type="checkbox"/> Shareholder communications |
| <input type="checkbox"/> Capital issues  | <input type="checkbox"/> Formation                    | <input type="checkbox"/> Meeting preparation/minutes | <input type="checkbox"/> SOX/MiFid                  |
| <input type="checkbox"/> Commerical contracts – drafting, negotiating, vetting | <input type="checkbox"/> FTSE 250                     | <input type="checkbox"/> Management experience       | <input type="checkbox"/> Share schemes/plans        |
| <input type="checkbox"/> Companies Act   | <input type="checkbox"/> FTSE 100                     | <input type="checkbox"/> Offshore jurisdictions      | <input type="checkbox"/> Taxation                   |
| <input type="checkbox"/> Compliance  | <input type="checkbox"/> Governance                   | <input type="checkbox"/> Overseas liaison            | <input type="checkbox"/> Treasury                   |
| <input type="checkbox"/> Consumer Protection Act                               | <input type="checkbox"/> Insolvency                   | <input type="checkbox"/> Payroll                     | <input type="checkbox"/> Trusts                     |
|  | <input type="checkbox"/> Insurance                    | <input type="checkbox"/> Pensions                    |   |

**IT programmes experience:**

Microsoft Word:  Fluent  Intermediate  Basic

Microsoft Excel:  Fluent  Intermediate  Basic

Microsoft Powerpoint:  Fluent  Intermediate  Basic

Blueprint:  Fluent  Intermediate  Basic

Other: \_\_\_\_\_  
\_\_\_\_\_

**Qualifications:**

- |                                       |                               |                                       |                                      |
|---------------------------------------|-------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> BA/BSC       | <input type="checkbox"/> LLB  | <input type="checkbox"/> ICSA student | <input type="checkbox"/> ICS India   |
| <input type="checkbox"/> MA/MSc       | <input type="checkbox"/> LPC  | <input type="checkbox"/> Grad ICSA    | <input type="checkbox"/> ACCA member |
| <input type="checkbox"/> ICAEW member | <input type="checkbox"/> LLM  | <input type="checkbox"/> ACIS         | <input type="checkbox"/> ACCA fellow |
| <input type="checkbox"/> ICAEW fellow | <input type="checkbox"/> CIPD | <input type="checkbox"/> FCIS         | <input type="checkbox"/> Other       |

**Sectors:**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Accountancy                    | <input type="checkbox"/> FMCG                     | <input type="checkbox"/> Local government | <input type="checkbox"/> Technology/telecommunications |
| <input type="checkbox"/> Banking                        | <input type="checkbox"/> Government               | <input type="checkbox"/> Media            | <input type="checkbox"/> Transport                     |
| <input type="checkbox"/> Charity/not-for-profit         | <input type="checkbox"/> Housing association      | <input type="checkbox"/> NHS              | <input type="checkbox"/> Utilities                     |
| <input type="checkbox"/> Consultancies/private practice | <input type="checkbox"/> Insurance                | <input type="checkbox"/> Pharmaceutical   |  |
| <input type="checkbox"/> Energy                         | <input type="checkbox"/> Investment banking/trust | <input type="checkbox"/> Property         |  |
| <input type="checkbox"/> Financial                      | <input type="checkbox"/> Legal                    | <input type="checkbox"/> Retail           |  |

**Other information you consider relevant:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration**

I hereby confirm that the information given on my CV and/or registration form is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to ICSA Recruitment taking references from any previous employer(s) and those references being passed onto potential employers.

**Under no circumstances will your current employer be approached until an offer of employment has been made.**

I have read and agreed to the above declaration:  Yes  No

Date: \_\_\_\_\_

If you do not wish to receive mailings from other ICSA services, please tick here: