**Recruitment Insight & Work Experience Application Form**

Please note that items marked with \* are mandatory fields

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| **PERSONAL CONTACT DETAILS**  FOR INFORMATION PURPOSES ONLY | |
| \*Title | Mr / Mrs/ Miss / Ms /Dr  (Please delete as appropriate) |
| \* First name(s) |  |
| \* Surname |  |
| Middle Name |  |
| \* Preferred first Name  (how you prefer to be addressed) |  |
| Address |  |
| \* Post Code |  |
| \* Mobile Number  (please include any international dialling codes from the UK) |  |
| \* Alternative telephone number |  |
| \* Email Address |  |

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| **ELIGIBILITY TO WORK IN THE UK**  It is a legal requirement that all employees have the “right to work” in the UK. | |
| \*Do you require permission to take up employment in the UK?  *You should answer yes, if you already have permission to work in the UK.*  *You should answer yes, if you have permission to work in the UK covered by student visa permits.* | Yes / No  (please delete as appropriate) |
| If you have answered yes above, please detail the type of permission you posses that best applies to you |  |
| If you already have permission to work in the UK, please indicate the expiry date of this |  |
| \* Your Nationality |  |

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| **WORKING WITH EMPIRIC & SPECIALIST RECRUITMENT** | | | | |
| \*Please indicate when you would prefer for your work experience to take place (week commencing dd/mm/yyyy). *We will aim where possible to achieve this* | Option 1:  Option 2:  Option 3: | | | |
| \* Department | **Specialist Recruitment (Sales)** | **Customer**  **Care** | **People & Talent** | **Finance & Accounts** |
| \*Please indicate what your 3 main goals are for your work experience with Empiric. | 1.  2.  3. | | | |
| \* If you have specified Specialist Recruitment (Sales) Please indicate which specialist industry or market place you would like to be aligned to, in order of preference | 1.  2.  3. | | | |
| \* What would be 3 commercial or industry issues that are affecting the industry you have highlighted as your number 1 preference, and how might this affect the provision of recruitment services to this market place?  1.  2.  3.  Additional: | | | | |
| \*If you were working at Empiric, what would be your top 5 considerations for building your recruitment career within a particular market or industry sector?  1.  2.  3.  4.  5. | | | | |

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| **SECONDARY LEVEL EDUCATION** | | | | | |
| Please ensure you provide full and accurate information. For successful applicants, we will complete full referencing including enquiries to verify the information you provide. Any inconsistencies may result in the withdrawal or termination of employment. This includes grades obtained, the year they were obtained and the academic institution you studied with. All grades should be recorded as they appear on your certificate and should not be converted into UK equivalents if applicable. | | | | | |
| **PLACE OF STUDY** | | | | | |
| \*School (s) / College(s) attended & Location | | | \*Dates from/to | | |
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| **ACADEMIC GRADES** | | | | | |
| \*Year Taken | \*Qualification  e.g. GCSE, A Level | \*Subject | \*Grade Predicted | \*Grade Achieved | \*Resit (yes / no) |
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| **ADDITIONAL INFORMATION** | | | | | |
| Please tell us about any achievements, awards or recognition you have attained during your secondary education that you think would be pertinent to your application | | | | | |
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| **HIGHER EDUCATION, POST GRADUATE & PROFESSIONAL QUALIFICATIONS** | | | | | | |
| Please ensure you provide full and accurate information. For successful applicants, we will complete full referencing including enquiries to verify the information you provide. Any inconsistencies may result in the withdrawal or termination of employment. This includes grades obtained, the year they were obtained and the academic institution you studied with. If you are currently studying towards qualifications, please include details of when you expect to complete your studies and predicted grades.  All grades should be recorded as they appear on your certificate and should not be converted into UK equivalents if applicable.  Please note; it is not essential that applicants have completed Higher Education & Post Graduate Qualification and we will consider your application based on your life and relevant work experience. | | | | | | |
| **HIGHER EDUCATION** | | | | | | |
| \*Year of Graduation | \*University / Institute | \*BA/BSc Hons etc | | \*Course Title | \*Results Predicted | \*Results Achieved |
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| **POST GRADUATE & PROFESSIONAL QUALIFICATIONS** | | | | | | |
| \*Year of Completion | **\***University / Institute | \* Qualification MA / MBA etc | | \*Qualification Title | \*Results Expected | \*Results Achieved |
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| **ADDITIONAL INFORMATION** | | | | | | |
| Please tell us about any achievements, awards or recognition during your higher and further education that you think would be pertinent to your application | | | | | | |
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| **GAPS IN EDUCATIONAL HISTORY** | | | | | | |
| \*Please include details of any GAPS in your education history of longer than 6 months. | | |  | | | |

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| **EMPLOYMENT HISTORY & REFERENCES** | | | | | | | |
| Please give details of any permanent employment or relevant temporary, voluntary or vacation work, starting at the most recent.  Please note; we will only request references from your referees upon acceptance of full time employment with Empiric. | | | | | | | |
| **EMPLOYMENT HISTORY** | | | | | | | |
| \*Employment Dates (mm/yyyy - mm/yyyy) | | \*Employer | | \*Position Held | | | \*Nature of the Role |
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| **REFERENCE CONTACT DETAILS**  \*Please provide details of 2 Referees | | | | | | | |
| \*Name | **\***Role & Organisation | | \* Relationship to you | \* Telephone Number | | \*Email Address | |
| **1.** |  | |  |  | |  | |
| **2.** |  | |  |  | |  | |
| **ADDITIONAL SKILLS** | | | | | | | |
| Please tell us about any other language skills you have other than English. | | | | | | | |
| Language | | | Written Skill  (basic, conversational, fluent) | | Oral Skill  (basic, conversational, fluent) | | |
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