

CANDIDATE REGISTRATION FORM

- Name:
- Mobile Number:
- Location & Postcode:
- Email Address

- Source:

Where did they find us? Or did we find them?

- Education & Certifications:

What level are you educated to?

- Languages:

What languages do you speak?

- Visa status:

Eligible to work in which countries?

Career overview

Go through:

- Previous Employers
- Managers reporting to/Internal competition - who else is good there
- Core accountabilities
- Technical experience
- Key achievements and sales results if applicable
- Team size/management experience
- Reasons for leaving

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What are they looking for next?

Cover off :

- Size of company preferred
- What would interest them in a role?
- What is lacking in their current position?
- Where do they want to take their career longer term?
- Any specific technologies/products they want to work with?

Salary expectations:

- What are they looking for in their next role compensation wise. If a sales position expectations re. OTE.

Location:

- Which locations are they interested in? Remote only or flexible working needed? How far will they commute?

Availability:

- Confirm notice period and any pre booked holidays/time off. When is best for them to interview - preferred days and times.

Current job search:

- What steps have they taken so far if active?
- What competitors would they like to work for?
- What other companies interest them?
- Are they dealing with any other recruiters?
- Who have they interviewed with already, what companies and for which roles? Was this through an agency?
- Have they though would could be a reference for them when needed.
- Will you work with us exclusively?