

**Please indicate all skills, experience, qualifications, etc. you would use in a job.**

Please indicate whether you are looking for permanent or temporary work		
PERMANENT	TEMPORARY	EITHER
<b>COMPUTER KNOWLEDGE</b>		
For the categories listed, please indicate whether your knowledge is basic ('B'), intermediate ('I') or advanced ('A').		
<b>Microsoft Office Applications</b>		
	Word	
	Excel	
	Excel – Macros	
	PowerPoint	
	Access	
<b>Accountancy Packages</b>		
	Finax	
	FX Settlements	
	MYOB	
	Paradox	
	Pegasus	
	Sage Accounts	
	Sun Accounts	
	Solution 6	
	Other -	
<b>IT Knowledge</b>		
	E-Mail Experience	
	Internet Experience	
	Network Controller	
	Programmer	
	System Analyst	
	Visual Basic	
	Web design	
	Other -	
<b>LANGUAGES</b>		
For each language you know, please indicate whether you can speak it only ('S'), speak it and write it ('W'), or speak it and write it to business-level fluency ('F').		
	French	
	German	
	Italian	
	Japanese	
	Spanish	
	Other -	
<b>UK / INTERNATIONAL VEHICLE LICENCES</b>		
	Car	
	Fork Lift – Counter Balance	
	Fork Lift – Long Reach	
	Tractor	
	Other -	
<b>INDUSTRIAL EXPERIENCE</b>		
	Bricklayer – Experienced	
	Bricklayer – Qualified	
	Carpenter – Experienced	
	Carpenter – Qualified	
	Cleaner	
	Driver	
	Electrician – Qualified	
	Greenkeeper – Qualified	
	Chainsaw – Qualified	
	Lawn mower / Strimmer operator	
	Ride – on Mower – Experience	
	Horticulturist – Experienced	
	Horticulturist – Qualified	
	Irrigation	
	Labourer	
	Landscape Labourer - Experienced	
<b>CATERING</b>		
	Waiter/ess	
	Kitchen Porter / Assistant	

<b>UK / INTERNATIONAL VEHICLE LICENCES</b>		
	Car	
	Fork Lift – Counter Balance	
	Landscaper: Hard – Experienced	
	Landscaper: Hard – Qualified	
	Landscaper: Soft – Experienced	
	Landscaper: Soft – Qualified	
	Maintenance Gardening	
	Nursery Worker	
	Paving	
	Plumber	
	Stockroom	
	Tools	
	Tree Surgeon	
	Warehouse / Packing	
	Other -	
Do you have access to a pair of steel-toed boots?		
	YES	NO
<b>SUPERVISORY EXPERIENCE</b>		
	Supervisor / Team Leader	
	Manager	
	Training	
	Other -	
<b>GENERAL EDUCATION</b>		
	Graduate	
	Maths O Level (or equivalent)	
	English O Level (or equivalent)	
	Maths A Level (or equivalent)	
	English A Level (or equivalent)	
<b>CUSTOMER SERVICE EXPERIENCE</b>		
	Retail – General	
	Retail – Demonstration	
	Retail – Fashion	
	Retail – Stockroom	
	Telephone Work	
	Customer Service	
	Museum	
	Lifeguard	
<b>ADMIN. / SECRETARIAL SKILLS</b>		
	Administration	
	Audio-typing (please indicate speed)	WPM
	Copy-typing (please indicate speed)	WPM
	Shorthand (please indicate speed)	WPM
	Accounts Clerk	
	Human Resource / Personnel Experience	
	P.A. Experience	
	Payroll	
	Reception	
	Recruitment Experience	
	Secretary	
	Secretary Team Experience	
	Switchboard – General	
	Switchboard – Computerised	
	Office Junior	
	Other Admin/Secretarial Skills (describe below)	
<b>ACCOUNTANCY QUALIFICATIONS</b>		
For the three categories below, please indicate whether you're qualified, part qualified or qualified by experience.		
	ACA	(Qual. Pt. Qual. Qual. By Exp.)
	ACCA	(Qual. Pt. Qual. Qual. By Exp.)
	ACMA	(Qual. Pt. Qual. Qual. By Exp.)
	AAT	
	Other	