**Action Appointments NGO Recruitment**

**Bio-Summary Form**

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| **PERSONAL DETAILS** |
| **Surname and Title** |  |
| **First name/s** |  |
| **Nationality**  |  |
| **Right to Work – Country/ies and type of work authorisation (including expiry date of work permit if applicable)** |  |
| **ID Number** |  |
| **Diversity Status (optional)** |  |
| **Languages** |  |
| **Driver’s License and Own Vehicle (state code of license)** |  |
| **Contact Details – contact numbers, email address and physical address** |  |
| **Current or Last position** **(State position and employer)** |  |
| **Current/last salary****(annual total cost to company)** |  |
| **Current location**  |  |
| **Preferred location** |  |
| **Highest completed qualification** |  |
| **Notice period**  |  |
| **Have you ever been convicted of a criminal offence?** |  |
| **EDUCATION DETAILS** |
| **QUALIFICATION** | **INSTITUTION** |
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| **EMPLOYMENT HISTORY (Last 3 jobs held only)** |
| **PERIOD EMPLOYED** **(dates from - to)** | **POSITION HELD** | **EMPLOYER** |
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| I hereby authorise Action Appointments to process any personal information provided by me in the course of my application for employment. I confirm that Action Appointments may retain my personal information for future matching on the understanding that my details may only be released to specific clients with my prior consent. I also confirm that: 1. Action Appointments may retain my personal information in their database for future matching.
2. Action Appointments may contact me when suitable opportunities arise.
3. The information I have provided Action Appointments with is true, correct and up to date.

Name: Date:  |