

**New Beginnings  
Preliminary Company Registration Form**

<b>Contact Details:</b>	
<b>Last Name:</b>	<b>Title:</b>
<b>First Name:</b>	<b>Position:</b>
<b>Company Details</b>	
<b>Name of Company:</b> <b>Address:</b>	
<b>Post Code:</b>	
<b>Type of Company: ( ie Manufacturing, Medical, Engineering)</b>	
<b>Telephone No:</b>	<b>Fax No:</b>
<b>Email address:</b>	<b>Website address:</b>

<b>Vacancies</b>
<p>Do you have a current vacancy that you wish to fill?                      Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p>If yes, please complete the initial details below so that we can start to process your requirements.</p>
<p>If you do not have a vacancy at present but would like to register with New Beginnings please sign the declaration below</p>

<b>Requirements:</b>	
<b>Please specify your requirements by ticking the boxes and filling in the blank spaces below:</b>	
<b>Job Title:</b>	
<b>Contract:</b>	<b>Salary:</b>
Permanent <input type="checkbox"/>	Gross annual salary                      £
Temporary <input type="checkbox"/>	Hourly Rate)                                      £
Full Time (please state hours and days you require)	
Part time (please state hours and days you require)	
<b>Start Date:</b>	

<b>Skills and experience you require</b>			
	Essential	Desirable	Optional
Microsoft Word (or similar programme)			
Microsoft Excel (or similar programme)			
Microsoft Access (or similar programme)			
Microsoft Powerpoint (or similar programme)			
Microsoft Outlook (or similar programme)			
Microsoft Publisher (or similar programme)			
Human Resources/Personnel			
Report Writing			
Shorthand			
Minute Taking			
Audio Typing minimum of 40 wpm			
Copy Typing minimum of 40 wpm			
Filing			
Development and management of database			
Organisational and planning			
Appointments and diaries			
Reception			
Dealing with correspondence			
Switchboard			
Sales			
Project Development			
Office Management Experience			
Management Accounts			
Book Keeping			
Payroll			
Driving Licence (please state type)			
Legal Secretarial			
Medical Secretarial			
Other			

<b>Declaration:</b>		
This registration does not constitute a contract on either party.		
..... <b>Signed</b>	..... <b>Print Name</b>	..... <b>Date</b>
<b>On behalf of</b> ..... (Name of Company)		

New Beginnings will contact you immediately on receipt of this registration form. We will guide you through our customer process as we endeavour to meet your requirements.

**Please return this form to New Beginnings 12a Hope Street, Crook, County Durham, DL15 9HS, Telephone 01388 768887, Email newbeginningsRED@aol.com**