

# **MONARCH PERSONNEL**

## **CONFIDENTIAL REGISTRATION**

### **APPLICANT DETAILS**

SURNAME: \_\_\_\_\_  
GIVEN NAMES \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TOWN/CITY: \_\_\_\_\_ POSTCODE: \_\_\_\_\_  
PHONE: H \_\_\_\_\_ MOB \_\_\_\_\_ W \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
DATE OF BIRTH: (OPTIONAL) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ AGE: \_\_\_\_\_  
LICENCES: CAR  TRUCK  F/LIFT  OTHER   
QUALIFICATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **TYPE OF EMPLOYMENT SOUGHT**

(A) \_\_\_\_\_ FULLTIME \_\_\_\_\_  
(B) \_\_\_\_\_ PART-TIME \_\_\_\_\_  
(C) \_\_\_\_\_ TEMPORARY \_\_\_\_\_

CURRENT SALARY \$ \_\_\_\_\_ ENVISAGED SALARY \$ \_\_\_\_\_

### **COMPUTER KNOWLEDGE**

MS WORD  MS WORKS  WORDPERFECT   
MS EXCEL  MS ACCESS  MS PUBLISHER   
MS POWERPOINT  QUICKBOOKS  MYOB   
INTERNET  EMAIL  OTHER

### **COMPUTER COMPETENCY**

BEGINNER  INTERMEDIATE  ADVANCED

### **OTHER SKILLS OR INDUSTRY EXPERIENCE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACCOUNTS EXPERIENCE

- |   |  |
|---|--|
| <input type="checkbox"/> ACCOUNTING GENERAL     | <input type="checkbox"/> CREDIT CONTROL      |
| <input type="checkbox"/> GENERAL LEDGER         | <input type="checkbox"/> INVOICING           |
| <input type="checkbox"/> AUDITING               | <input type="checkbox"/> ACCOUNTS RECEIVABLE |
| <input type="checkbox"/> TAXATION               | <input type="checkbox"/> ACCOUNTS PAYABLE    |
| <input type="checkbox"/> BAS PREPARATION        | <input type="checkbox"/> STOCK CONTROL       |
| <input type="checkbox"/> OFFICE MANAGEMENT      | <input type="checkbox"/> PURCHASING          |
| <input type="checkbox"/> PROFIT & LOSS ACCOUNTS | <input type="checkbox"/> PAYROLL             |
| <input type="checkbox"/> BALANCE SHEET          | <input type="checkbox"/> SECRETERIAL/PA      |
| <input type="checkbox"/> TRIAL BALANCE          | <input type="checkbox"/> BOARD MINUTES       |

## SALES EXPERIENCE

- RETAIL (LIST) \_\_\_\_\_
- TELEPHONE  DOOR TO DOOR

## MEDICAL

Do you have any pre existing injuries and / or diseases, which may affect your performance of the inherent requirements of any job? YES / NO

If YES please briefly describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DECLARATION & PRIVACY ACT CONSENT

I declare that the information above including my resume is true accurate and I agree that the referees listed may be contacted by Monarch Personnel and further agree to provide a Disclaimer of Liability for all parties involved in the reference checking process. This includes referees providing information, Monarch Personnel staff collecting and forwarding information and potential employers receiving and acting on this information.

I also consent to the collection, use, storage and disclosure of my personal information (i.e. Resume, Reference Checks etc) for the purpose of pursuing suitable employment via Monarch Personnel.

SIGNED \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_