**ACTION APPOINTMENTS BIO-SUMMARY**

**Tel: +27 21 761 4916**

**Email:** [**info@actionappointments.co.za**](mailto:info@actionappointments.co.za)

[**recruitment@actionappointments.co.za**](mailto:recruitment@actionappointments.co.za)

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | | |
| **Surname and Title** |  | |
| **First names** |  | |
| **Nationality** |  | |
| **Date of birth** |  | |
| **Languages** |  | |
| **Driver’s License and Own Vehicle (state code of license)** |  | |
| **Contact details – contact numbers, email address and physical address** |  | |
| **Current employment (State position and employer)** |  | |
| **Current/last salary**  **(annual total cost to company – state expectation)** |  | |
| **Current geographical location** |  | |
| **Preferred geographical location** |  | |
| **Highest completed qualification** |  | |
| **Notice Period** |  | |
| **Have you ever been convicted of a criminal offence?** |  | |
|  | | |
| **QUALIFICATION** |  | |
|  |  | |
|  |  | |
| **EMPLOYMENT HISTORY (Last 3 jobs held only)** | | |
| **PERIOD EMPLOYED (dates from - to)** | **POSITION HELD** | **EMPLOYER** |
|  |  |  |
|  |  |  |
|  |  |  |
| 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 to Action Appointments is true, correct and up to date.   Name:  Date: | | |
|  | | |