Registration Form
Legal Support

S·A·R·A SEEK ANNUAL RECRUITMENT AWARDS seek WINNER 2006

bsilearnedfriends

Ms	Mrs	Mr	Surname:	OFFICE USE ONY: Category:	Candidate Code
First & Second Names:				CAR: YES / NO	LICENCE: YES / NO
Address: Post Code:				Permanent Resident or Australian Citizen? YES / NO If No, do you have a Work Visa : YES / NO Expiry Date: Type of Visa: Type of Work required: Permanent Temporary Contract	
Home Phone:	Work Phone:	Mobile or Message:		Email Address:	

SUMMARY OF EXPERIENCE & KNOWLEDGE Please Tick ✓ (P – Plaintiff, D – Defendant)

Bankruptcy /Insolvency	❑	Conveyancing:	❑	Insurance Litigation:	❑	❑	Leasing - Commercial	❑
Banking & Finance	❑	Commercial	❑	Common Law	❑	❑	Leasing - Industrial	❑
Banking Litigation	❑	Domestic	❑	Product Liability	❑	❑	Liquor Licensing	❑
Building & Construction	❑	Settlement figures	❑	Personal Injury	❑	❑	Maritime Law	❑
Business Law	❑	Debt Recovery	❑	Medical Negligence	❑	❑	Mergers/Acquisitions	❑
Civil	❑	Dispute Resolution	❑	Public Liability	❑	❑	Mortgage Work	❑
Commercial Litigation	❑	Employment/IR Law	❑	Professional Indemnity	❑	❑	Paralegal	❑
Commercial	❑	Environment & Planning	❑	Third Party	❑	❑	Probate/Wills	❑
Corporate/Company Law	❑	Entertainment/Media	❑	Dust Diseases	❑	❑	Sport/Competition	❑
Copyright Law	❑	Family Law	❑	Victims Compensation	❑	❑	Superannuation	❑
Criminal	❑	General Litigation	❑	Workers Compensation	❑	❑	Taxation Law	❑
		Health Law	❑	Intellectual Property	❑		Trademark Law	❑
OTHER	❑	Immigration Law	❑	Information Technology	❑		Trade Practices Law	❑

OFFICE SKILLS CHECKLIST (Please ensure that you include the version of software used)

WORD PROCESSING	Version	Basic	Inter	Adv	*SPREADSHEETS*	Basic	Inter	Adv	*ACCOUNTS GENERAL*	
Word for Windows		❑	❑	❑	Excel	❑	❑	❑	Timesheet Entry	❑
Track Changes, Red Lining, Marking Up		❑	❑	❑	Lotus 1-2-3	❑	❑	❑	Billing	❑
Word Perfect for Windows		❑	❑	❑	Other	❑	❑	❑	Accounts Payable	❑
Apple Mac		❑	❑	❑	*PUBLISHING*				Accounts Receivable	❑
DOCUMENT/ACCOUNTS MANAGEMENT SYSTEMS AND OTHER					PowerPoint	❑	❑	❑	Bank Reconciliation	❑
iManage		❑	❑	❑	Publisher	❑	❑	❑	Trust Account	❑
Keystone		❑	❑	❑	PageMaker	❑	❑	❑	Payroll	❑
CLO		❑	❑	❑	Quark Express	❑	❑	❑	Account to Trial Balance	❑
CMS		❑	❑	❑	Other	❑	❑	❑	Other	❑
LEAP		❑	❑	❑	*DATA BASE*				*RECEPTION (Switchboards)*	
Midware		❑	❑	❑	Access	❑	❑	❑	Ericsson	❑
CRS		❑	❑	❑	Filemaker Pro	❑	❑	❑	Telecom	❑
Media Manager		❑	❑	❑	Q&A	❑	❑	❑	Commander	❑
Worldox		❑	❑	❑	Dbase	❑	❑	❑	NEC/Meridian	❑
Docs Open		❑	❑	❑	Other	❑	❑	❑	Other	❑
Law 2000		❑	❑	❑	*EMAIL SYSTEMS*				*GENERAL SKILLS*	
Lawfiler		❑	❑	❑	Outlook	❑	❑	❑	Internet	❑
LawDocs		❑	❑	❑	Lotus Notes	❑	❑	❑	Dictaphone Typing	❑
ImProma		❑	❑	❑	GroupWise	❑	❑	❑	Office Administration	❑
Locus		❑	❑	❑	ccMail	❑	❑	❑	Human Resources	❑
Open Practice		❑	❑	❑	Other	❑	❑	❑	Shorthand	❑
BHL		❑	❑	❑						

Remuneration & Benefits	Current	Anticipated
Base:		
Superannuation:		
Bonus/Commission:		
Vehicle/Allowance:		
Other:		
TOTAL PACKAGE:		
Interview Availability:	**Notice Required to Commence with New Employer:**	

Please assist us by completing the following information to avoid duplication of activity and also to ensure that your job search is conducted with professionalism and confidentiality.

Please list the **Firms/Corporations** to which you have applied directly OR do not want us to apply to:

Please list other **Recruitment Agencies** with which you are registered.

What Companies and positions have they put you forward for?

Do you have any special instructions or requests or any other information, which may assist in the process of locating the most suitable job for you?

Verbal Referees : Name: Company: Title: Contact Number:

Privacy Policy and Consent

- I acknowledge I have read and understand the BSI People Privacy Policy.
- I consent to you checking references with previous employers and confirming my experience and qualifications.
- You may give my information to prospective employers.
- I wish to participate in the BSI People Career Care™ program
- I declare that the information I have provided is true and correct to the best of my knowledge.

_____ _____

Candidate Signature Date

Qualifications Sighted	❑
Photocopy License/Passport	❑

_____ _____

Interviewing Consultant's Signature Date