**Temporary Staff Bank – Skills Form**

|  |  |
| --- | --- |
| **Name:** Click here to enter text. | **Email:** Click here to enter text. |
| **Home Tel:** Click here to enter text. | **Mobile:** Click here to enter text. |
| **Emergency Contact Details** |
| **Name:** Click here to enter text. | **Tel:** Click here to enter text. |
| **Availability:** Please select... **Working Preference:** Please select… |
| **Days available if part-time or vacation-only, any other info:** Click here to enter text. |
| **Are you interested in permanent work?** Please select…  |

**IT Qualifications, Skills and Software experience**

|  |  |
| --- | --- |
| MS Word Please Select…  | MS Excel Please Select…  |
| MS Access Please Select…  | MS Outlook Please Select… |
| Web Design Please Select…  | Graphics Please Select… |
| Finance Please Select…  | MS Powerpoint Please Select… |
| SITS Please Select… | APTOS Please Select…  |
| Minutes Please Select…  | Shorthand Please Select…  |
| Transcribing Please Select… | IT Support Please Select…  |

**Additional IT and Systems Experience:**

|  |  |  |
| --- | --- | --- |
| Tables (MS Word)  |[ ]  Mail merge (MS Word) |[ ]  Multiple Sheets (MS Excel) |[ ]
| Charts (MS Excel)  |[ ]  Pivot Tables (MS Excel)  |[ ]  Data Input (MS Access) |[ ]
| Reports (MS Access) |[ ]  Database Creation (MS Access) |[ ]  T4 Trained (Web) |[ ]
| Creating Pages (Web)  |[ ]  Updating Pages (Web) |[ ]  Invoicing(Finance) |[ ]
| Book-keeping (Finance) |[ ]  Payroll (Finance) |[ ]   |[ ]
| Finance Systems (Please Specify) Click here to enter text. |
| Knowledge of Graphics Programs (Please Specify) Click here to enter text. |
| Helpdesk/Technical Support Experience (Please Specify) Click here to enter text. |

**Other Skills/Experience**

|  |
| --- |
| Library Experience Click here to enter text.  |
| Research Experience Click here to enter text. |
| Other IT Programs/Software Click here to enter text.  |
| Details of any other relevant Skills Click here to enter text.  |