**Temporary Staff Bank – Skills Form**

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| --- | --- |
| **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:**

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| --- | --- | --- | --- | --- | --- |
| 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**

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| --- |
| 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. |