

# work-global.com

## The Skills Register

### personal details:

*telework* – 'working at a distance from the people who pay you, either at home, on the road, or at a locally based centre. Teleworkers use email, phone and fax to keep in touch with their employers'. TCA

Title	_____	Tel No	_____
First Name(s)	_____	Mobile No	_____
Surname	_____	Fax No	_____
Address	_____	www	_____
	_____	DoB	_____
Postcode	_____		
Email	_____		

Where did you hear of the Work Global Skills Register?

If not currently resident in the Western Isles, to which area would you be relocating?

### employment:

Student	<input type="checkbox"/>	What are you studying?	_____
Self Employed	<input type="checkbox"/>	Current Job Title?	_____
Employed	<input type="checkbox"/>	What is your employer's name?	_____ (Optional)
Unemployed	<input type="checkbox"/>	What was your last job?	_____

### type of work in which you are interested:

Home Based (telework)	<input type="checkbox"/>	Part time/full time*	(please indicate preference)
Office Based	<input type="checkbox"/>	Part time/full time*	

### professional/educational qualifications: (start with your highest qualification)


### skills/services: Indicate your main skills or services, please list a minimum of one.

(eg word processing, web design, spreadsheet, customer services etc)

Years' Experience

1	
2	
3	

### experience: Have you any experience in the following skills:

Word Processing	<input type="checkbox"/>	Word Processing Speed ?	_____ wpm
Specialist Word Proc.	<input type="checkbox"/>	Legal / Medical / Other (please specify)	_____
Telephone Call Handling	<input type="checkbox"/>	Telesales / Telemarketing experience?	_____
Customer Services	<input type="checkbox"/>	Number of years' experience?	_____
Internet Experience	<input type="checkbox"/>	<b>low</b>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>med</b>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>high</b>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>advanced</b>	<input type="checkbox"/>

**software:**

	Years' experience					Years' experience			
	1yr	2yr	3yr	3+		1yr	2yr	3yr	3+
<b>Word Processing</b>					<b>Spreadsheets</b>				
Microsoft Word					Microsoft Excel				
Microsoft Works					Microsoft Works				
Other -					Other -				
<b>Accounts</b>					<b>Desk Top Publishing</b>				
Sage					MS Publisher				
TAS Books					PageMaker				
Other -					Other-				
<b>Email</b>					<b>Database</b>				
MS Outlook					MS Access				
Outlook Express					Other -				
Other -					<b>Industry Specific</b>				

**systems skills:**

	Years' Experience				<b>Additional information</b> <i>(list Java, Basic/C++ etc)</i>
	1yr	2yr	3yr	3+	
<b>Programming Skills</b>					
1					
2					
<b>Database Development</b>					<i>(list packages MS Access, Oracle etc)</i>
1					
2					

**equipment:**

If you have a system at home it would help us if you provided details:

*Tick appropriate boxes or insert details*

Computer Processor		Hard Drive	Gb	RAM	Gb
Printer Type	Laser	Inkjet		Other	
Modem Speed	56k	ISDN		Broadband	
Operating System		Anti Virus			

**Please use this box for any additional information / experience you consider relevant:**

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*eg do you have a second language, what level have you attained?*

**I note that these details will be used to compile an electronic database of potential teleworkers.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If you have produced a CV please enclose a copy and return the completed form using the address below.  
**Work Global, James Street, Stornoway, Isle of Lewis HS1 2QN**

*All information provided on this form will be treated as confidential and only statistical extracts will be used for marketing purposes. Please note that Work Global is not an employment agency and does not undertake to provide you with work.*