

COMMERCIAL EXPERIENCE FORM

NAME _____

NATIONAL INSURANCE NUMBER



A= FULLY EXPERIENCED B= SOME EXPERIENCE Please tick boxes that are relevant to you:

	A	B		A	B		A	B		A	B
ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	LANGUAGES	<input type="checkbox"/>	<input type="checkbox"/>	SECRETARIAL / PA	<input type="checkbox"/>	<input type="checkbox"/>	LOTUS 123	<input type="checkbox"/>	<input type="checkbox"/>
COMPUTER PROGRAMMING	<input type="checkbox"/>	<input type="checkbox"/>	FRENCH	<input type="checkbox"/>	<input type="checkbox"/>	AUDIO TYPING	<input type="checkbox"/>	<input type="checkbox"/>	MS ACCESS	<input type="checkbox"/>	<input type="checkbox"/>
COSTING	<input type="checkbox"/>	<input type="checkbox"/>	GERMAN	<input type="checkbox"/>	<input type="checkbox"/>	CONFERENCE ORGANISATION	<input type="checkbox"/>	<input type="checkbox"/>	MS EXCEL	<input type="checkbox"/>	<input type="checkbox"/>
CUSTOMER SERVICES	<input type="checkbox"/>	<input type="checkbox"/>	ITALIAN	<input type="checkbox"/>	<input type="checkbox"/>	COPY TYPING	<input type="checkbox"/>	<input type="checkbox"/>	MS POWERPOINT	<input type="checkbox"/>	<input type="checkbox"/>
DATABASE	<input type="checkbox"/>	<input type="checkbox"/>	POLISH	<input type="checkbox"/>	<input type="checkbox"/>	DIARY MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	MS PROJECT	<input type="checkbox"/>	<input type="checkbox"/>
DTP	<input type="checkbox"/>	<input type="checkbox"/>	RUSSIAN	<input type="checkbox"/>	<input type="checkbox"/>	HOTEL & TRAVEL ARRANGEMENTS	<input type="checkbox"/>	<input type="checkbox"/>	MS WORD	<input type="checkbox"/>	<input type="checkbox"/>
ESTIMATING	<input type="checkbox"/>	<input type="checkbox"/>	SPANISH	<input type="checkbox"/>	<input type="checkbox"/>	LEGAL SECRETARY	<input type="checkbox"/>	<input type="checkbox"/>	MULTIMATE	<input type="checkbox"/>	<input type="checkbox"/>
FORECASTING	<input type="checkbox"/>	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL SECRETARY	<input type="checkbox"/>	<input type="checkbox"/>	PAGE MAKER	<input type="checkbox"/>	<input type="checkbox"/>
HUMAN RESOURCES	<input type="checkbox"/>	<input type="checkbox"/>	LEGAL			MINUTE TAKING	<input type="checkbox"/>	<input type="checkbox"/>	PEGASUS	<input type="checkbox"/>	<input type="checkbox"/>
IMPORT / EXPORT / SHIPPING	<input type="checkbox"/>	<input type="checkbox"/>	CONVEYING	<input type="checkbox"/>	<input type="checkbox"/>	PRESENTATIONS / REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	PUBLISHER	<input type="checkbox"/>	<input type="checkbox"/>
MARKETING / PR	<input type="checkbox"/>	<input type="checkbox"/>	CORPORATE LAW	<input type="checkbox"/>	<input type="checkbox"/>	SHORTHAND	<input type="checkbox"/>	<input type="checkbox"/>	QUARK EXPRESS	<input type="checkbox"/>	<input type="checkbox"/>
MEDICAL ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	FAMILY	<input type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT			SAGE 50	<input type="checkbox"/>	<input type="checkbox"/>
OFFICE MANAGER	<input type="checkbox"/>	<input type="checkbox"/>	LITIGATION	<input type="checkbox"/>	<input type="checkbox"/>	SWITCHBOARDS UP TO 10 LINE	<input type="checkbox"/>	<input type="checkbox"/>	SAGE 100	<input type="checkbox"/>	<input type="checkbox"/>
ORDER PROCESSING	<input type="checkbox"/>	<input type="checkbox"/>	MATRIMONIAL	<input type="checkbox"/>	<input type="checkbox"/>	SWITCHBOARDS 11 TO 20 LINES	<input type="checkbox"/>	<input type="checkbox"/>	SAGE 200	<input type="checkbox"/>	<input type="checkbox"/>
PC SUPPORT / HELP DESK	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	<input type="checkbox"/>	SWITCHBOARDS 21 + LINES	<input type="checkbox"/>	<input type="checkbox"/>	SAGE 500	<input type="checkbox"/>	<input type="checkbox"/>
PERSONNEL ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	WILLS / PROBATE	<input type="checkbox"/>	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	<input type="checkbox"/>	SAP	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTION PLANNING	<input type="checkbox"/>	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	<input type="checkbox"/>	SOFTWARE			SMART SUITE	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	SALES			APPLE DRAW	<input type="checkbox"/>	<input type="checkbox"/>	QUALIFICATIONS		
PURCHASING	<input type="checkbox"/>	<input type="checkbox"/>	ACCOUNT MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	AS400	<input type="checkbox"/>	<input type="checkbox"/>	NVQ ADMIN	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY SYSTEMS ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	COLD CALLING	<input type="checkbox"/>	<input type="checkbox"/>	AUTOCAD	<input type="checkbox"/>	<input type="checkbox"/>	NVQ CUSTOMER SERVICES	<input type="checkbox"/>	<input type="checkbox"/>
RECEPTION	<input type="checkbox"/>	<input type="checkbox"/>	EXTERNAL SALES	<input type="checkbox"/>	<input type="checkbox"/>	BAAN	<input type="checkbox"/>	<input type="checkbox"/>	NVQ ASSESSOR	<input type="checkbox"/>	<input type="checkbox"/>
SALES ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	INBOUND	<input type="checkbox"/>	<input type="checkbox"/>	DISPLAY WRITE	<input type="checkbox"/>	<input type="checkbox"/>	A1 ASSESSOR	<input type="checkbox"/>	<input type="checkbox"/>
SALES ORDER PROCESSING	<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL SALES	<input type="checkbox"/>	<input type="checkbox"/>	EMAIL	<input type="checkbox"/>	<input type="checkbox"/>	CIPS	<input type="checkbox"/>	<input type="checkbox"/>
STATISTICS / REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	OUTBOUND	<input type="checkbox"/>	<input type="checkbox"/>	FREELANCE GRAPHICS	<input type="checkbox"/>	<input type="checkbox"/>	CIPD	<input type="checkbox"/>	<input type="checkbox"/>
STOCK / MATERIAL CONTROL	<input type="checkbox"/>	<input type="checkbox"/>	TELEMARKETING	<input type="checkbox"/>	<input type="checkbox"/>	FRONT PAGE	<input type="checkbox"/>	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLY CHAIN	<input type="checkbox"/>	<input type="checkbox"/>	TELESALES	<input type="checkbox"/>	<input type="checkbox"/>	HARVARD GRAPHICS	<input type="checkbox"/>	<input type="checkbox"/>			
TRAINING	<input type="checkbox"/>	<input type="checkbox"/>	WARM LEADS	<input type="checkbox"/>	<input type="checkbox"/>	JD EDWARDS	<input type="checkbox"/>	<input type="checkbox"/>			

