

COMPANY PROFILE



COMPANY INFORMATION

Company Name :		Group:	
Head Office Address:		Phone: _____	
		Fax: _____	
		Email: _____	
		Website: _____	
Site/Branch Address (if different from above):		Phone: _____	
		Fax: _____	
		Email: _____	
		Website: _____	
Invoice Address (if different from above):		Contact: _____	
		Phone: _____	
		Fax: _____	
		Email: _____	
Special invoice instructions:			
Brief Description of Industry:			
No. of Employees:		Approximate breakdown of staff:	
		Office: _____	
Standard Hours:	Standard Days:	Industrial: _____	
		Catering: _____	
Employer's Liability Insurance Policy Number:			
Relevant Company Policies: (i.e. dress code etc.)			
Security Clearance if required:			

CONTACT DETAILS

Owner / Partner / Director:		Phone: _____
		Fax: _____
		Email: _____
Partner / Director:		Phone: _____
		Fax: _____
		Email: _____
Human Resources/ Personnel:		Phone: _____
		Fax: _____
		Email: _____

COMPUTER SYSTEMS & SOFTWARE: (if in-house systems, type of training given)

Word Processing:	Email Software:	Spreadsheets:	Database:	Accounting Software:
Office Equipment: (i.e. PC hardware, audio typing equipment, franking machines etc)				

INDUSTRIAL EQUIPMENT: (please include any relevant qualifications needed to operate)

Machinery:	Vehicles:

CATERING EQUIPMENT: (if applicable)

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COMPANY FACILITIES:

Parking:	Canteen:	Other:

Thank you for completing this profile. All information will be held in the strictest of confidence

Please enclose any relevant company literature (brochures) which we can show prospective candidates to promote your business.

I can confirm that all information supplied is accurate to the best of my knowledge

Signed on behalf of Company by: Print Name:

Position: Date:

Please return to: **WP Recruitment Ltd, 68-70 Lugley Street, Newport, Isle of Wight, PO30 5ET**