



client booking form

Thank you for choosing to recruit for a temporary, contract or permanent worker through SW1 Concierge4You. We are truly committed to helping you find the right person to work with you.

In order for us to efficiently match your requests to our wide range of recruitment and concierge workers, we would be most grateful if you could complete all of the following booking form, by providing us with as much detail as you can.

Once you have reviewed your form and are happy with all the information you have given, you can either scan and email the form over to newbizcams@sw1concierge4you.com or post the form to SW1 Concierge4You.

1. Personal and/or company details

Full name:

Position:

Type of business:

Address:

Postcode:

Email address:

Telephone number:

Mobile number:

Preferred method of contact:
(please delete clearly as appropriate)

email / telephone / mobile



1 **Registered office:** SW1 Concierge4You, 2nd Floor, 145-157 St John Street, London, EC1V 4PY.
t: 0845 409 4529 **e:** newbizcams@sw1concierge4you.com

SW1 Concierge4You is a trading name of SW1 Communications Ltd.
Registered in England & Wales. Company number 6757949. VAT registration number 946 6748 69.

2. Recruitment and/or concierge preferences

Are you interested in temporary / contract / permanent workers?
(please delete clearly as appropriate)

Are you interested in recruitment / concierge workers?
(please delete clearly as appropriate)

For recruitment services only

Are you looking to fill a position of:
(please delete clearly as appropriate)

clerical / administration / reception / office management /
general secretarial / personal assistant / data entry / marketing /
business development / project management / account
management / recruitment consultant / interim / director /
manager / executive?

Please specify:

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For concierge services only

Are you looking for help and support in:
(please delete clearly as appropriate)

family and personal / home and property /
entertainment and event / motoring and car /
travel and accommodation?

Please specify:

(You may find it helpful to refer to our **concierge services** document to help you complete this section)

3. Vacancy particulars

Vacancy title:

Duties and/or responsibilities:

Skills and/or experience sought:

Start date:

Duration of assignment:



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Work particulars (days and hours or work):

Location of assignment:

Reporting to:

For recruitment services only

Dress code:

Salary (for permanent and contract roles):

Hourly rate (for temporary roles):

Benefits (for permanent and contract roles):

Holiday entitlement (for permanent and contract roles):

Notice Period (if any):

Has the vacancy become available as a result (either direct or indirectly) of official industrial action being carried out by other members of your company's staff?

If yes, please specify what steps have been taken to prevent or control these risks?

Are there any known risks to Health and Safety for the person filling this vacancy?

(Please supply a photocopy of your current Health and Safety policy along with this booking form)

Thank you.

We do appreciate you taking the time to tell us about your vacancy needs.

An SW1 Concierge4You consultant will then be in touch with you once your booking form has been received.

We look forward to helping you fulfill your recruitment and/or concierge needs!



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