

## Register at CCL – Guidance Notes

Thank you for your interest. Please find below examples of the sort of information that helps us process your application. So when sending us your CV, please provide us with as much of this information as you can. If you are in a hurry, we appreciate just the CV, and can come back to this information. When we get your CV, we will also scan your CV against all our live vacancies, and any new one in the next 3 months, and contact you about suitable ones, as well as any specific role you are applying for.

<b><u>Contact Details</u></b>	
*Forename	
*Surname	
*Email	
Mobile Telephone	
Home Telephone	
Skype	
Current Location	
<b><u>CV</u></b>	
Attach your CV here	
Or paste full copy of CV here	
<b><u>Rate, Tax, Visa, Location</u></b>	
Contract / Permanent / Either	
Target Salary / Rate Range	e.g. £80-100K, \$1000/day; specify gross or net (assume Xs on top)
Target Location / Country(s)	e.g. near home, country(s), travel %, stay-away, rotation, where relocate to
Existing Vehicle for local tax	e.g. PAYE, LTD in UK, local umbrella (or CCL can arrange in-country)
Nationality / Citizenship, Passport No	
Where registered for tax	e.g. UK, where currently living, NT
Eligible to work / Visa	CCL will arrange Visas, but where are you currently eligible to work?
<b><u>Career / Contract Details</u></b>	
Target Job Title(s)	
Target Skill / Project	what you'd most like to do in your next role
Top Qualification in Discipline	
Total Years Experience	
Reason for looking	e.g. better prospects, advance career, contract ending, must relocate
Target Start Date	e.g. asap, contract ending xx/xx/xx, 3 months notice
Onshore / Offshore / Either	
Operator / EPC / Vendor	what sort of company do you most want to work for
Companies not to consider	e.g. you've recently applied, or just not keen
Target Companies	e.g. any company you'd particularly like to join
Profile	30-50 words we can use to quickly describe you to the client
Now applying for CCL Vacancy	20447 - Contracts Coordinator