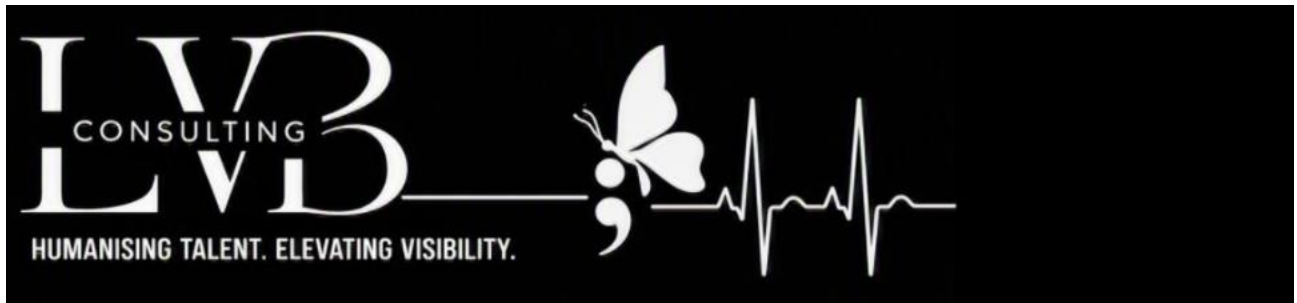




Client Onboarding Form

Personal Information

Title (Mr./Mrs./Ms./Dr./Other): _____

Date of birth _____

Current Marital Status: _____

First Name: _____

Surname: _____

Preferred Name: _____

Nationality: _____ Country of Birth: _____

Contact Number: _____

Secondary Contact Number: _____

Email Address: _____

Race: _____ Gender: _____

Current Location (City/Town/Country): _____

Career Preferences

Willing to Relocate? ☐ Yes ☐ No

If yes, where? _____

Current Notice Period: _____

Reason for Career Move:

--

Pre-Onboarding Questionnaire

Please complete the questions below as accurately as possible. The information you provide will assist me in positioning you effectively. Each onboarding is tailored to YOU, your profession, your preferred industries and companies.

Please list as many of your academic achievements as possible.

Do you have any plans to study further? If yes, what?

Do you belong to any professional bodies? If yes, please list them.

Please tell me about your notable work achievements. (*Examples of big, complex projects or accomplishments that added value — saved costs, increased revenue, implemented systems, improved processes, built and led teams etc.*)

Examples:

- Led system migration to SAP, saving R1.2M annually
- Implemented cost-control processes that reduced expenses by 15%
- Designed a digital marketing campaign that increased engagement by 40%
- Introduced a new engineering workflow that reduced downtime by 25%

What skill or skills in your profession do you regard as your most proficient? *(List your strongest professional capabilities.)*

Examples:

- **Finance:** Budgeting, Financial Reporting, IFRS Compliance
- **Marketing:** Brand Strategy, Digital Campaigns, SEO, CRM Management
- **Engineering:** System Implementation, Process Design, Project Management
- **HR:** Talent Acquisition, Organizational Development, Employee Relations

What position and titles are you looking for in your next career move? *(What titles would you typically search for when applying for roles?)*

What industries have you worked in?

What industries would you like to work in?

Please list some of the companies that you have always admired and would like to work for.

(These are the companies that I will tag to get you noticed in my PVA posts should you want to use the PVG service.)

NB - PLEASE LIST COMPANY NAMES (IMPORTANT)

Please include all of the computer systems and software packages you've worked with or on.

Examples: SAP | Sage | Pastel | Syspro | Oracle | MS Excel | Power BI | Salesforce | HubSpot | AutoCAD

What are your hobbies and interests outside of work?