


General Application Form

Objective			
Which sector(s) of the company are you applying for?			
Janitorial/Cleaner	<input type="checkbox"/>	Reception	<input type="checkbox"/>
Grounds Maintenance	<input type="checkbox"/>	Facilities Management	<input type="checkbox"/>

Please complete all areas of the form. Incomplete forms will not be accepted.

Personal details	
Surname	
Forenames(s)	
Address	
Postcode:	
Telephone	
Mobile	
Email	
National Insurance No	

Please affix passport photograph here



Write Name and National Insurance number on reverse of photo.

Relevant Education & Training			
Dates Enrolled		Training Provider / College	Exams Taken / Qualifications gained
MM/YY from	MM/YY to		

Offences & Convictions	
Have you ever been convicted of any civil or criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any alleged offences or cautions outstanding against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes to either question, please give details	
<p>NB Disclosure is not required where there is a conviction to which provisions of the Rehabilitation of Offenders Act 1974 apply. Failure to disclose an unspent conviction, in itself, is a criminal offence.</p>	

Miscellaneous

Do you have a driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
British <input type="checkbox"/>			International <input type="checkbox"/>	
Licence No:				
Any endorsements?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
Do you own your own vehicle?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a qualified First Aider?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Availability

What type of work are you looking for?	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
Do you have any forthcoming commitments? Please give details/dates. (e.g. extended travel/holiday, exam periods, moving house)				

Employment History

Please provide details of your previous jobs.

Employer Name, Address & Telephone number	Job Title & wage on leaving	Reason for leaving (This will be verified)	Dates	
			From	To

Please continue on a separate sheet if necessary.

References

Please supply the names of two references based in the United Kingdom. One of whom should be the present or most recent employer. References must cover the last five years employment.

Present/Previous Employer

Full name

Company

Position

Address

Telephone Number

Can we contact this referee without gaining your permission?

Yes No

Professional / Other Referee (not a Friend)

Full name

Company

Position

Address

Telephone Number

Can we contact this referee without gaining your permission?

Yes No

Other

Please provide any additional information relevant to your application and include your reasons for applying for the job.

Declaration

I, the undersigned, confirm that these details are accurate to the best of my knowledge. I understand that any false statement or omission will automatically invalidate any contract of employment issued to me by the Company. I also confirm that the attached picture, bearing my signature on its reverse, is a true likeness of me.

Print Name

Signed

Date

Please ensure you have completed all sections before returning to the office along with copies of your Driving Licence and First Aid Certificate if appropriate.