|  |  |  |
| --- | --- | --- |
|  | **General Application Form** | **Apardion Ltd** Tel 01224 649000 Belmont House, Fax 01224 621445 18 Little Belmont Street www.apardion.co.uk Aberdeen AB10 1JG office@apardion.co.uk |

|  |  |
| --- | --- |
| **Objective** | |
| Which sector(s) of the company are you applying for? | |
| Janitorial/Cleaner | Reception |
| Grounds Maintenance | Facilities Management |

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

|  |  |  |
| --- | --- | --- |
| **Personal details** | | |
| Surname |  | Please affix passport photograph here  Write Name and National Insurance number on reverse of photo. |
| Forenames(s) |  |
| Address | Postcode: |
| Telephone |  |
| Mobile |  |
| Email |  |
| National Insurance No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | No |
| Are there any alleged offences or cautions outstanding against you? | Yes | No |
| If you answered yes to either question, please give details  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. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Miscellaneous** | | | | |
| Do you have a driving licence? | | | Yes | No |
| British | International | Licence No: | | |
| Any endorsements? | | | Yes | No |
| Details | | | | |
| Do you own your own vehicle? | | | Yes | No |
| Are you a qualified First Aider? | | | Yes | No |

|  |  |  |
| --- | --- | --- |
| **Availability** | | |
| What type of work are you looking for? | Full Time | Part Time |
| 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.**