

Job Applied For

Where did you see the job advertised?

Name & Address

Title Mr / Mrs / Miss / Ms Date of Birth / /

Forename

Surname

Address

City Post Code

Telephone No.

Mobile No.

Email Address

Driving Information

Do you hold a current driving licence? Yes No

If you have been banned from driving or have current endorsements, please give details.

Education & Training

School/College/University	From	To	Qualifications
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Qualifications

Training	From	To	Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give details of other skills you have, for example, computer skills or languages other than English etc.

Your Employment Background

Please give details of your current, or most recent employer first. Where there are gaps between jobs, please indicate why; for example, continuing education, family or child care etc.

How much notice does your present employer require?

Employer

Job Description

From To

Salary/Benefits

Reason for Leaving

Employer

Job Description

From To

Salary/Benefits

Reason for Leaving

Employer

Job Description

From To

Salary/Benefits

Reason for Leaving

Employer

Job Description

From To

Salary/Benefits

Reason for Leaving

References

Please provide details of two referees, one of whom should be your last/present employer

Referee 1

Address

Post Code

Tel No. Fax

Capacity in which they know you

Referee 2

Address

Post Code

Tel No. Fax

Capacity in which they know you

Please indicate whether we may contact your referees before an interview with you Yes No

Guidance Notes - Please read these guidance notes before completing the form.

Make sure you have read and understand the advertisement, the job description and job specification. These will give you a clear idea of what the post requires. If interviewed you may be asked questions about this information.

Complete the 'Further Information' section on this form. This is your main opportunity to say why we should shortlist you. Make sure you include not only work experience but also any other experience you may have gained which is relevant - voluntary work, organised meetings etc. Tell us WHY YOU WANT THIS JOB!

Check that you have completed the form fully and clearly and that the information provided is accurate. Make sure you have signed and dated the form and return it to us by the closing date.

You can find information about our company on our web site: www.acorn-ind.co.uk

Further Information

Please use this space to give us further information about your experiences, which may be relevant to the post applied for: this might be voluntary work or outside interests/activities etc. Tell us why you want the job and why you think you are a suitable candidate.

DECLARATION

I confirm that all the information given in this application form and the disclosures form is, to the best of my knowledge, true and accurate. I understand that any false statements or failure to disclose any information requested may result in my application being disqualified. Discovery after appointment may lead to dismissal without notice or disciplinary action by Acorn Industrial Services Ltd

Dated 20 Signed Print Name

Please Return To:
The Personnel Manager
Town & County Engineering Services
Wardentree Lane, Pinchbeck, Spalding, Lincolnshire, PE11 3UG

For further information
T 01775 725 678
F 01775 767 205
W www.tces.co.uk

FOR INTERNAL USE ONLY

Reference	<input type="text"/>	Notes	<input type="text"/>
Shortlist	<input type="text"/>		
Offer	<input type="text"/>		