

## APPLICATION FORM – Confidential once completed

Thank you for your interest in employment with SGC Facilities Management. In order to meet our selection criteria it is necessary for you to complete all the information below to the best of your ability. All of this information will be treated as strictly confidential but will be subject to verification if your application proceeds beyond this stage. We ensure that all applicants are given an equal opportunity throughout the application process as determined by our Equal Opportunities Policy. Should you require any assistance with completing this form please contact our Human Resources Department on 0870 034 740

Please complete this application form in your own handwriting in Capital Letters

Position Applied For:	Location
Title Mr/Mrs/Ms/Other	Surname:
Forenames	Previous Surname:
Date of Birth	Nationality
National Insurance Number	
Current Address	
How Long have you been at this address	
Home Number :	Daytime Number
Email:	
Do you require a work Permit/Visa to work in the UK?	Have you been a resident in the EU for the past 5 years?

### SCREENING INFORMATION- please circle your answer

<b>Do you have a full driving licence</b>	<b>Y/N</b>
<b>Do you have your own transport</b>	<b>Y/N</b>
<b>Have you ever been convicted of any offence including driving convictions</b>	<b>Y/N</b>
<b>Do you have any prosecutions pending</b>	<b>Y/N</b>
<b>Have you ever received a formal caution from the Police</b>	<b>Y/N</b>
<b>Have you ever been declared bankrupt</b>	<b>Y/N</b>
<b>Do you have an outstanding Counting Court Judgements</b>	<b>Y/N</b>
<b>Have you ever been dismissed from employment</b>	<b>Y/N</b>
<b>Do you object to a credit check being carried out on you</b>	<b>Y/N</b>

**Employment History – please give in date order your employment history for the last 10 years. This must include periods of education and unemployment. Use additional sheets if necessary.**

<b>From:</b>	<b>Company Name</b>
<b>To:</b>	<b>Company Address</b>
<b>Position:</b>	<b>Contact Phone Number/Email</b>

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**Formal Education – please give details of all full time and part time education from secondary school onwards. Use additional sheets if necessary.**

<b>From:</b>	<b>School/ College/University Attended</b>
<b>To:</b>	<b>Address</b>

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<b>To:</b>	<b>Address</b>

<b>Working Hours</b>	
<b>Are there any factors that affect your availability to do this job</b>	<b>Y/N</b>
<b>Health</b>	
<b>Do you have a disability or Health problems that may affect your ability to do this job?</b>	<b>Y/N</b>
<b>Self Employed</b>	
<b>Have you ever been self employed</b>	<b>Y/N</b>

**Personal/Character Referees – employment is subject to the receipt of these references**

Please give the details of two people not relatives or employees of this Company or that live at your address that would be prepared to give you a personal reference. You must have known them for a minimum of 2 years.

<b>Name:</b>	<b>Name:</b>
<b>Occupation</b>	<b>Occupation</b>
<b>Address</b>	<b>Address</b>
<b>Phone/Email</b>	<b>Phone/Email</b>
<b>How long have you known them</b>	<b>How long have you known them</b>

I do declare to the best of my knowledge that the information on this form is accurate and true  
 I have no criminal convictions other than those declared on this form  
 I understand that any misrepresentation of facts is ground for refusal of employment and possibly criminal proceedings  
 I authorise this company to seek Reference information based on the details provided by me.  
 I understand that in the course of the Company's screening procedure I may be required to obtain a Statutory Declaration at my own expense

<b>Signed</b>	<b>Date</b>
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**Any Other Information in support of your application**

SgC  
fmb