

# **JMC MAINTENANCE LTD**

## **APPLICATION FORM**

YOU MUST ENSURE THAT YOU COMPLETE **ALL** SECTIONS OF THE APPLICATION FORM AND NOT LEAVE ANY GAPS. IF YOU FEEL THAT YOU HAVE FURTHER INFORMATION, RELEVANT TO YOUR APPLICATION, WHICH YOU WOULD LIKE US TO KNOW, PLEASE USE A SEPARATE SHEET OF PAPER

**POSITION APPLIED**

**FOR:**.....

**PERSONAL DETAILS**

<p>Name: ..... .....</p> <p>Telephone Number:  Landline:..... .....</p> <p>Mobile: ..... .....</p> <p>Email: ..... .....</p>	<p>Address: ..... ..... ..... ..... .....</p> <p>Post Code: .....</p>
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**EDUCATION**

<p>Schools Attended</p>	<p>Qualifications Attained</p>
<p>Colleges/Universities Attended</p>	<p>Qualifications Attained</p>
<p>Training</p>	<p>Courses Attended and/or Qualifications Attained</p>

Please give details of any membership of any technical or professional bodies

**EMPLOYMENT HISTORY**

Please include an explanation for any gaps in your employment history

<u>Employers Name</u>	<u>Job Title</u>	<u>Duties</u>	<u>Reason for leaving</u>

If you are currently employed, how much notice do you need to give your employer to terminate your employment? .....

**HOBBIES AND INTERESTS:**

**SUITABILITY**

Why have you applied for this job and why do you feel you would be the preferred candidate?

**REFERENCES**

Please supply two referees, preferably from your last two employers. If you do not have two previous employers then you may provide personal references but they must not be from family or close friends

Company Name: .....	Company Name: .....
Address: ..... ..... ..... .....	Address: ..... ..... ..... .....
Post Code ..... .	Post Code ..... .
Referees Name .....	Referees Name .....

Are we able to approach the referees for a reference before an offer of employment is made? .....

**CRIMINAL RECORD**

Please provide details of any criminal convictions, except any which are 'spent' in accordance with the Rehabilitation of Offenders Act 1974  
If none please state 'none'

I confirm that the above information supplied by me is a true, accurate and factual representation. I also declare that any CV submitted with this application is also a true, accurate and factual representation.

I understand that if I have lied or misled you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the Company to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

Signed .....

Date .....