



Bournes of London Limited  
1-3 Kings Bench Street  
London SE1 0QX  
Tel 020 7401 9366 Fax 020 7401 9360

Incorporating Acorn Maintenance & Acorn Projects

**Strictly Confidential**

# Application for Employment

PLEASE COMPLETE ALL SECTIONS IN YOUR OWN HANDWRITING

Position Applied for \_\_\_\_\_

Where did you hear about the vacancy? \_\_\_\_\_

Title (Mr, Mrs, Miss, Miss, other) \_\_\_\_\_

Surname \_\_\_\_\_

Forenames \_\_\_\_\_

Home Address \_\_\_\_\_

National Insurance No \_\_\_\_\_

Do you hold a driving licence?

Provisional Full No (Tick as appropriate)

Post Code \_\_\_\_\_

Details of any Endorsements:

Home Tel No \_\_\_\_\_

Daytime Contact No \_\_\_\_\_

Please indicate any dates when you will not be available for interview \_\_\_\_\_

## ACADEMIC QUALIFICATIONS (Continue overleaf if necessary)

School/College/University	From/To	Qualifications Attained (Including grades)

## PROFESSIONAL QUALIFICATIONS (Continue overleaf if necessary)

Qualification	Grade	Date Achieved

Current membership of professional body including membership number:

\_\_\_\_\_



## **EXPERIENCE**

Please provide details of your most recent employment and that of particular relevance to the position you are applying for, relating to your education, training and experience to the requirements of the post. Attention should be focused on your responsibilities, achievements, particular likes and dislikes of your current or past employment.

PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY



**PERSONAL DETAILS**

Surname \_\_\_\_\_  
Initials \_\_\_\_\_  
Sex \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Age \_\_\_\_\_  
Marital Status \_\_\_\_\_

Next Of Kin:  
Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address & tel no. \_\_\_\_\_  
(if different from your own) \_\_\_\_\_

If you have any dependent children or relatives, please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH**

Have you suffered any serious injuries or illness in the last 5 years      Yes       No

If yes, please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We encourage applications from disabled persons. If you are disabled, please state the nature of your disability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ETHNICITY**

I would describe my ethnic origin as:

BLACK		WHITE	
African	<input type="checkbox"/>	U.K.	<input type="checkbox"/>
Asian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>		

If other, please specify: \_\_\_\_\_

(This information is required for monitoring purposes only)

**DECLARATION**

I declare that all the information herein contained is accurate and complete, and I understand that false information or withholding of information may make me liable for disqualification.

I agree to provide documented evidence to substantiate qualifications upon request.

SIGNED	
DATE	

When completed please send your application form with a covering letter to: -

Tony Hardy  
Human Resources Manager  
Bournes of London Limited  
1-3 Kings Bench Street  
London SE1 0QX

<b>OFFICE USE ONLY</b>		DATE RECEIVED:	
		ACKNOWLEDGED:	
1 <sup>st</sup> interview date		Conducted by:	
2 <sup>nd</sup> interview date		Conducted by:	
Notes:			