

PENIEL CLEANING CONTRACTORS Ltd
APPLICATIONS FORM
12A REDDOWN ROAD
COULSDON
SURREY CR5 1AX

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-3. DATE _____

Name

_____ Last _____ First _____ Middle _____ Maiden _____

Present address

How long? _____

Telephone Mobile: _____ Home: _____

Position applied for (1) _____ (Be specific) Days/hours available to work

No Pref _____ Thur _____

Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

How many hours can you work weekly? _____ Can you worknights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME (Please tick)

When available for work? _____

TYPE OF SCHOOL _____

NAME OF SCHOOL _____

LOCATION _____ NUMBER OF YEARS _____ COMPLETED MAJOR & DEGREE _____

High School _____ College _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license

Number _____ State of issue _____ Operator Commercial (CDL)

Have you had any accidents during the past three years? How many? _____

OFFICE USE ONLY

Typing YES No _____ WPM 10-key No Processing No _____ WPM

Personal Yes PC

Computer No Mac

Other _____

Skills _____

Please list two references other than relatives or previous employers.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone (_____) Telephone (_____)

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. USE AN ADDITION SHEET IF NECESSARY.

Work Experience

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer _____

Address _____

Name of last supervisor _____

Employment dates_start _____ Finish _____ Pay or salary _____

Phone number _____ Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer _____

Address _____

Name of last supervisor _____

Employment dates start _____ Finish _____ Pay or salary _____

Phone number _____

Your Last Job Title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer _____

Address _____

Name of last supervisor _____

Employment dates start _____ Finish _____ Pay or salary _____

Phone number _____ Your last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? __ Yes __ No

Did you complete this application yourself __ Yes __ No

If not, who did?

Signature: _____ Date: _____