

TECHNICAL HOME SERVICES .co.uk

“Providing Efficiency by Maintenance, Design & Controllability”



*City & Guilds of
London Institute*

*Maintenance & Installation Engineering
Central Heating Energy Efficiency
Qualified Technician & Assessor*



**Natural Gas - Oil
Liquid Petroleum Gas**



Post for which you are applying

Ref. No.

Location

Business for which you are applying

Last name

Mr/Mrs/Ms/Miss/Dr/Other (Please indicate)

First name

Known as

Home telephone no.

Work telephone no. (if we may contact you there)

Mobile telephone number

Email address

Current address

Post code

Is this a 'permanent address' or a 'temporary address'?

Previous address if less than 5 years at current address

Are you registered at your current address on the electoral roll? Yes No (please tick relevant box)

Please advise of any other address which may be registered on an electoral roll

WE MAY CALL YOU TO DISCUSS YOUR APPLICATION

Please state any times you may not be available to attend an interview.

You are asked to complete these questions which are aimed at ensuring that you have no health or other problems which could affect your ability to carry out the normal duties of the job for which you have applied. If you think there may be a problem, then you will be invited to discuss this with a Health Adviser where it can be further evaluated, so that adjustments to the job can be considered to try to accommodate your needs.

Are you aware of any health problem or disability which may affect your ability to do the job as described to you?

Yes No

Does your health status or disability require any adjustments to be made in the workplace for you to do the job as described to you?

Yes No

Do you have any disability or medical condition that you would like to discuss confidentially with an Occupational Health Adviser?

Yes No

Note: This offer of a confidential consultation is made in accordance with our commitment to assist applicants with disabilities into safe employment.

Please state the number of days you were absent from work due to sickness in the previous 12 months.

If these days were not taken consecutively, please state the total number of separate absences during the previous 12 months.

Is there any specific reason which accounts for these absences? Yes No

If yes, please specify

Have you been convicted of a criminal offence that is not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes No

You are not required to disclose spent convictions covered by the Rehabilitation of Offenders Act 1974.

If yes, please give details

Please write down your work experience, including your current employer and where possible at least the last 10 years or since leaving education. Also include if you have worked full-time, part-time or during vacations. If you have not worked due to unemployment, maternity, a career break or education, please include this infor-

Dates

Employers Name

Position Held main duties, final salary & reason
For leaving

Dates	Employers Name	Position Held main duties, final salary & reason For leaving

Manual / Engineering Experience please state below:

Working with your hands in areas such as mechanical, gas ,electrical, plumbing , heating, breakdown & repair

Customer Service Experience : working directly with customers

Domestic Experience.

Please state roles and experience in domestic household visits & service in a technical / engineering nature. (Installations,maintenance or repair.

Please give details of any other relevant training or professional qualifications/memberships you hold.

Dates

Details

Dates	Details

Qualifications

Dates

School - College / University

Examinations Professional
qualifications grades

Experience & achievements

Please continue on a separate sheet if necessary.

What do you do in your spare

ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL

To be completed in respect of all jobs where driving is a requirement.

Group of vehicle

Type of licence: full/provisional

Dates of validity

Is the licence an original? or duplicate (please tick relevant box)

Driver number

If LGV - which group?

Is your licence free from endorsements?

Yes

No (please tick relevant box)

If no, please give details of endorsements, including dates

Referees

All appointments are subject to satisfactory references. please provide referees that cover your last five years of employment, including your current employer. In the event that you have only had one employer in the last five years, please include a previous employer. If you have just completed full time education, please provide details of a tutor. If you have neither worked nor studied, or have any employment gaps during this period, please provide two independent character referees.

Name and job title of referee	Company r

Data Protection

The business to which you apply Technical Home Services Ltd and its agents will use the information collected in this form or during the recruitment process, including sensitive personal data (such as data relating to ethnic group, health, trade union membership or criminal offences) for the purpose of processing and assessing your application for employment with us.

If your application is successful we will use your information (including sensitive personal data) for personnel administration and management purposes. If your application is unsuccessful we will keep your information on file in accordance with our company procedures.

The information I have provided in this form is correct to the best of my knowledge and belief. I understand that the company will conduct background checks on all applicants to verify the information provided, and other such verification as needs to be carried out to confirm my suitability for the position I have applied for. By signing this application I acknowledge and agree that if such an investigation reveals information that makes me ineligible for employment with the company it may result in any offer of employment being withdrawn or my immediate dismissal from your employment. I undertake to notify the company of any changes to the information provided.

Signature

DD/MM/YY

Date

How did you become aware of this job, ie. where did you see the post advertised?

EQUAL OPPORTUNITIES MONITORING

Technical Home Services is an equal OPPORTUNITIES EMPLOYER

Technical Home Services is an equal opportunities employer and is committed to attracting and retaining a wide diversity of talent within the workplace. It is our policy to monitor all applications to ensure this policy is being implemented. The following information is designed to assist in monitoring, not selection, and we would be grateful if you could complete this section to ensure that our records can be maintained accurately.

Are you: Male Female

Under the Asylum and Immigration Act 1996, work permits are required for all Non European Economic Area Nationals. The EEA comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein.

Do you need a work permit? Yes No

I would describe my ethnic group as (please indicate)

If you ticked other please specify:

It is our policy to actively encourage applications from people with disabilities. If you meet the minimum criteria for the job, you will be interviewed. All applicants will be considered only on their abilities.

Do you consider yourself to have a disability? Yes No

If yes, are there any special arrangements we can assist you with should you be selected for the next stage of the process?

Please send completed application form to either.
E-Mail:-

andy.smith@technicalhomeservices.co.uk

Or post.

**Andy Smith
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