

APPLICATION FOR EMPLOYMENT

Thank you for applying to work with Berendsen.

To give yourself the best chance of success with your application it's important we have a detailed understanding of what you have done before, or what you are capable of doing - so please take your time to complete this application form fully. If you don't tell us about what you can do, you might miss the chance of an offer of a job!

We are the leading support services provider delivering textile rental, laundry and management service to hospitals, restaurants and hotel chains across the UK. At Berendsen we work in partnership with our customers to ensure that the services we provide match their needs.

Personal Detail

Last Name:	_____	First Names(s):	_____
Address:	_____		
		Post Code:	_____
Telephone Numbers (day):	_____ (eve) _____	Mobile No.:	_____
email address:	_____		

Position Applied For

What position are you applying for: _____

When could you start work?: _____ Current Wage/Salary: £: _____ per wk/mth

Do you wish to work:

Full Time Part Time Please specify the hours you are able to work: _____ As stated in advertisement

Please specify which days you are able to work:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Have you worked for Berendsen before? If yes, say which job(s) and when:

If you are applying for a job that involves driving or using a fork lift truck, please specify your experience:

Car/Van driving only HGV/LGV Classification, e.g. Class 1 _____ Fork Lift Truck - Reachtruck
Counterbalance

Do you have a driving licence that permits you to drive in the UK? Yes No Country of issue: _____

Do you have a Fork Lift Truck certificate? Yes No

Do you have any driving endorsements? Yes No

If yes, please give details: _____

Please bring your licence and/or copies of your FLT certificates and a photocard with you to your interview.

Recruitment Policy

It is our policy to employ the best qualified personnel and provide equal opportunity for advancement, including promotion and training and not to discriminate against any person because of race, religion or religious belief, colour, age, political belief, national origin, gender, sexual orientation or marital status.

Employment History

Dates Employed	Name & Address of Employer	Job Title & Main Duties	Reason for Leaving

Diversity Monitoring

In order to pursue the equal opportunities policy within Berendsen, applicants are requested to answer the questions below:
This information is for monitoring purposes only and will be treated as confidential:

Name

Female Male Age Married YES / NO Disability YES / NO

Religion/Religious belief

White Mixed Asian/Asian British Black/Black British

Chinese/Other Ethnic Group - Please Specify

Nationality

Position applied for Location

..... FOLD HERE

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WHAT TO DO NEXT

Make sure all sections are complete, remembering to sign the declaration.

Tear perforations around the Equal Opportunities Monitoring Slip.

Moisten gummed edges, fold and stick edges together, making an envelope.

Post this Equal Opportunities Monitoring Slip back to HR Department at Basingstoke.

Return the main application form to the most appropriate factory.

Convictions

Have you ever been convicted of a criminal offence that may affect your application? If yes, Please attach details. Yes No

Work Permit

Do you need a permit to work in the UK? If yes, please bring your permit with you to your interview. Yes No

References

We require two references. Normally these should be your current/most recent employer and one other employer. In some cases a personal reference is sufficient. Please include the postcode.

Full Name - Referee A

Full Postal Address including Company Name

Telephone Number

Job Title

Email Address

Full Name - Referee B

Full Postal Address including Company Name

Telephone Number

Job Title

Email Address

Declaration

Thank you for completing this form - we wish you well with your application. Before signing it, please be sure to read through carefully what you have written, and check that you have filled in all of the sections. Your signature will be taken as acknowledgement that all the information you have provided is complete, correct and not misleading and that any offer of employment is subject to your permission for us to approach your referees to obtain references. Please be aware that any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature _____ Date _____

Business Reply
Licence Number
RPUC - AAXU - JATR

BERENDSEN UK LTD
INTEC 3
INTEC BUSINESS PARK
WADE ROAD
BASINGSTOKE
RG24 8NE

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