



TES

TOTAL
ENTERPRISE
SOLUTIONS

APPLICATION FORM

Please complete this application form in black ink pen (please do not type) and then return it to:

FAO: Shane Clarke
Total Enterprise Solutions
Grosvenor Court
Wheelhouse Road
Lea Hall Enterprise Park
Rugeley
WS15 1LH

Or

careers@totalenterprisesolutions.co.uk

Post applied for:

Personal information	
Surname:	
Forenames:	
Title (Mr, Mrs, Miss, Ms, etc.):or Pronouns	
Previous names (if any):	
Current address:	
Daytime telephone number:	
Do you have the right to take up employment in the UK?	YES/NO
If no, please provide further details:	
Education and qualifications From GCSE or equivalent to degree level in chronological order	
Establishment	Qualification gained



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Postgraduate education or study or any other professional qualifications

Establishment	Qualification gained

Employment history

Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving

Please outline any gaps in your employment history and reasons

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Do you have any other training, qualifications, skills or personal qualities relevant to the post?

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Do you hold a full driving license? If yes, do you have any current endorsements and what are they for?

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Do you have the use of a car?

Have you made a previous application to the Company? If so, when was this and what role?

Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.



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How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any reasonable adjustments or special arrangements you would require to attend interview.

Do you know, or are you related to, any other employees of the Company? If your answer is "yes", please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them.

What are your salary expectations?

Referees

Please give details of two referees both being your last two employers. If this is an application for your first job, your schoolteacher or higher or further education lecturer. The other should not be a relative or contemporary.



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Please note, the Company will not contact your referees without asking your permission to do so

NAME:

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POSITION:

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COMPANY NAME:

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COMPANY ADDRESS:

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CONTACT EMAIL:

.....

CONTACT TELEPHONE NUMBER:

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NAME:

.....

POSITION:

.....

COMPANY NAME:

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COMPANY ADDRESS:

.....

.....

CONTACT EMAIL:

.....

CONTACT TELEPHONE NUMBER:

.....

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: Date: