



Application / Information Form

Name: _____ Residential Address: _____

Date: _____

Have you previously/ or do you have family or friends working at ACS? **Yes** **No**
 If Yes who/ when and where: _____

Site of Application: _____

Position applied for: _____

Have you worked in the cleaning industry before? If so, when? _____
 With whom? _____

Reason for leaving? _____

Can you work?	Weekends:	Yes	No
	Public holidays:	Yes	No
	Evenings:	Yes	No

Present occupation and/or commitments: _____

How soon are you able to commence duties/ start? _____

Languages:

	Speak	Read	Write

Education, Training & Qualifications:

School/ University/College	LEVEL	YEAR

Employment history:

EMPLOYER	DATES FROM -- TO	LAST POSITION HELD	CONTACT NAME & NO.	REASON FOR LEAVING

BASIC INFORMATION SECTION:

Maiden name _____ **Surname:** _____ (if applicable)

Name: _____ **Surname:** _____

Address: _____ **Home Ph:** _____

_____ **Cell No:** _____

Married	Single	Divorced
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ID No: _____ **Race:**

B	W	I	C
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Gender:

M	F
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(NB This must be completed)

Next of kin:

Name: _____ **Number:** _____

NB! In case of emergency, notify:

Name: _____ **Number:** _____

Uniform size: (tick where applicable)

Pants Size:	S	M	L	XL	Top Size:	S	M	L	XL
Other:					Other:				
Shoe Size:									

Bank Details

Name of Bank: _____ Location/ Branch: _____

Type of account: _____ **Account No:** _____

Tax No: _____ **Branch Code:** _____

Additional Information: _____

*NB! Please answer truthfully....MARK YES OR NO WITH AN **X***

Do you have your own reliable transport?		YES	NO
Do you have a valid driver license		YES	NO
Are there any reasons why you could not perform the physical aspects of the job?		YES	NO
If "Yes" please explain:	_____		

Have you been found guilty of a criminal offence or are any criminal charges currently pending against you?		YES	NO
If "Yes" please explain:	_____		

If applicable, do you hold a valid work permit to fill this position?		YES	NO
Have you ever been arrested for a criminal offence?		YES	NO
Have you ever left any company as a result of disciplinary action being taken against you?		YES	NO
If "Yes" please explain:	_____		

Briefly state why you are interested in working for us?

I hereby consent to ACS requesting credit information and conducting a criminal check for the below prescribed purposes only: For employment in a position of trust and honesty; fraud prevention or detection. I understand that verification requests form part of the background screening process.

I hereby declare the above information to be truthful & correct. I further understand and agree that any misrepresentation, falsification or omission of information may lead to the rejection of my application or to my termination after employment.

_____ (Signature)

_____ (Date)