

Office Use Only	
Unique Id Number	



CIVIL ENGINEERING & UTILITIES LTD.

"The Complete Construction Solution"

Recruitment Application Form

Office Use Only	
Unique Id Number	

Our Service|

24hours a day and all year round, each division of our company is committed to on call rota. We personally ensure that all Lawson personnel understand what it takes to provide a service to the Civil-Engineering, Utilities and Environmental services industry whether it be commercial, retail or domestic.

Operational Coverage|

Our main office is in North East Wales however as we are engaged in on going frameworks and contracts across North-Wales, the North-West and the West midlands, our operational satellite depot's in these area's enable us to promote efficiency and reactivity for our clients.

Civil Engineering & Utility services

- Capital expenditure- Major Projects | Deep Excavation/Temporary works specialists | Process works construction | Highways and infrastructure | Flood Alleviation | Segmental works.
- Pressurised pipelines- installation and maintenance | Relining | under pressure T installations and Ice pigging.
- Commercial Asset Maintenance- TMC, Independent and Packaged schemes | Estate maintenance | Minor Civils works
- Clean water- NMC | Reactive network maintenance | Meter installations | Reinstatement teams.
- Foul water- SOC | Reactive network maintenance | Reinstatement teams.
- Electric- Excavate and lay | Planned works | Faults
- Pipe bursting | Directional Drilling | Guided and Unguided auger boring

Surface engineering|

- Plaining
- Hand and Machine lay surfacing
- Reactive/Support reinstatements | Section 81 works
- Micro asphalt/slurry coating
- Traffic management

Environmental Services

- Drain care- Planned De-silting | Reactive Blockage clearance | Vacuumation and specialist over pumping | Specialist Flail and Root cutting | Wet well cleaning and maintenance | Confined space operations
- Inspection- CCTV surveys | Tracing | laser profiling
- Repair- Inversion, Drag and patch re-lining | Lateral cutting

Our competent, dedicated and long term staff are a testament to our ethos|

Big enough to cope, Small enough to care.

T|0800 083 1296

E|Info@lawsonltd.com

W|www.lawsonltd.com

Office Use Only	
Unique Id Number	

Application Form

Position Applied for:

Please tell us how you heard about this vacancy:

Please explain your reason(s) for applying for this position:

Personal Details

Last Name

First Name

Address

Postcode

Day contact no

Evening contact no

E-mail address

Please Tick



Are you entitled to work in the UK?

*Do you hold a current UK driving licence?

*Do you have penalty points?

*Do you have any difficulties in reading or writing?

*Do you have any medical conditions/ Allergies we should know about?

*Are you related to anyone within the company?

*Do you have any unspent criminal convictions?

Please see guidance notes.





*If 'yes' please give brief details _____

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only	
Unique Id Number	

Education / Qualifications

Please give details of education and qualifications:

					
High Risk Confined Spaces			Street Works		
Manual Handling			Abrasive Wheels		
EUSR Water Hygiene			Slinger Signaller		
CAT & Genny			IOSH		
COSHH			First Aid		
CSCS			CPSC		
Water Jetting Association			Fire safety		

Employment History

Previous Employer

Name and Address of employer:	
Postcode:	
Position Held and Brief Description of Duties:	
Date Started	Leaving Date
Reason for Leaving	

Office Use Only	
Unique Id Number	

Previous Employer

Name and address of employer:	
Postcode:	
Position Held and brief description of duties:	
Date started	Leaving Date
Reason for Leaving	

Continue on a separate sheet if necessary

Information in Support of Your Application

Skills, Abilities and Experiences

Please provide further information in support of your application. We are interested in what skills, abilities and personal qualities you can bring to our organisation and what previous experiences you have had which you believe is relevant to the post. Continue on a separate sheet if necessary.

Office Use Only	
Unique Id Number	

Reasonable Adjustments/ Arrangements for Interview

Please contact us if you need the application form in an alternative format or let us know if you need any adjustments for the interview.

The information you provide us with will not have a negative impact on your application; it will be used to ensure that we consider reasonable adjustments to accommodate you both at interview stage, and in your job (should you be successful).

References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Name
Job title
Company and Address:
Postcode:
Contact No:
Email
How is this person known to you:

Can we contact this person before interview?





Name
Job title
Company and Address:
Postcode:
Contact No:
Email
How is this person known to you:

Can we contact this person before interview?





Office Use Only	
Unique Id Number	

Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

Data held concerning you will be retained for a period of 6 months in the event of your application being unsuccessful. If your application is successful, the form will be retained and will form part of Lawson's Personnel records.

In either case, data will not be disclosed to any third party without your consent, except when Lawson's are required by law to disclose such information.

I agree that Lawson Civil Engineering and Utilities Limited can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Dated:

Submitting your Application

By Hand or Post:

Victoria Lawson
Lawson Civil Engineering and Utilities Ltd.
Graig Farm Buildings
Graig Road
Denbigh
Denbighshire
LL16 5US

By Email:

Victoria.lawson@lawsonltd.com

Enquires:

01745 799829

Office Use Only	
Unique Id Number	

GUIDANCE NOTES TO HELP YOU COMPLETE THIS APPLICATION FORM

Criminal Offences (page 3)

Please send with this Form any details of unspent convictions in a separate envelope to "The Senior Manager" and marked 'Private and Confidential.'

It is important that you disclose any unspent criminal convictions you may have. This will not necessarily affect your application as we consider each case on its own merits. Failure to disclose any convictions may affect your employment if it later becomes known to us.

Documentary Evidence of Legal Right to Work in the UK (page 3)

Relevant documents include full birth certificate, passport, identity card, residence permit or some other official document from the Home Office.

Reasonable Adjustments (page 5)

These may be required for applicants with disabilities and may, for example, relate to lighting, seating, work station, environment, working methods, lifting etc.

Employment History (page 4)

Provide details of all employment/training since leaving full time education and continue on a separate sheet if necessary. Dates should be "from" and "to."

Qualifications (Page 4)

Please provide copies of any qualifications you have gained.

Skills, Abilities and Personal Qualities (page 5)

This section is very important and you should use this to highlight why you consider you are suitable for employment with us in the position applied for. You may refer to any voluntary work or your interests/hobbies.

**EQUAL OPPORTUNITIES
MONITORING FORM**

Office Use Only	
Unique Id Number	

This section of the application form will be detached and used solely for monitoring purposes.

We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

White

- English
- Welsh
- Scottish
- Irish

Any other White background, please write in:

Mixed

- White / Black Caribbean
- White / Black African
- White / Asian
- White / Black British

Any other Mixed background, please write in:

Black

- Caribbean
- African

Any other Black / British background, please write in:

Asian

- Indian
- Pakistani
- Bangladeshi

Any other Asian / British background, please write in:

Chinese or other ethnic group

- Chinese

Any other ethnic, please write in:

Office Use Only	
Unique Id Number	

Gender, please specify:

Male:

Female:

Date of birth:

Do you consider yourself to have a disability within the meaning of the Equality Act 2010 (see end of this part of form for definition)?	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
--	----------------------------------	-----------------------	----------------------------------	-----------------------

If yes, please state nature of disability:

DISABILITY DEFINITION

The DDA states: 'a person has a disability...if he has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.'

The person must satisfy the four criteria in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.

If you wish you may disclose information about yourself in this section about your:

Religion:

Sexual orientation: