

Application form

ONCE FILLED IN PLEASE EMAIL IT TO:

[SW.PRISTINECLEANING@OUTLOOK.COM](mailto:SW.PRISTINECLEANING@OUTLOOK.COM)

**Position applied for:**

The following information will be treated in the strictest confidence.

**Personal**

(Please complete this section in BLOCK CAPITALS.)

**First name:**

**Surname:**

**Address:**

**Postcode:**

**Home telephone number:**

**Mobile telephone number:**

**Email address:**

Full Driving Licence: **Yes / No** Endorsements: **Yes / No**

If you have any endorsements, please give further details including dates:

**Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?**

**Yes / No**

If YES, please give full details:

**How much notice are you required to give to your current employer?**

**If offered employment, you may be required to complete a medical questionnaire. If necessary, are you prepared to undergo a medical examination before starting employment?**

**Yes / No**

**Do you have a current DBS? Yes / No**

**What date was it issued?**

**Are you registered on Government Gateway? Yes / No**

Education

Secondary school

From

To

Examinations and results

College or university

From

To

Courses and results

Further formal training

From

To

Diploma/qualification

Job-related training courses.

Name of organisation

Date

Subject

Employment details

Please give details of your past 5 years employment, including your present or last employer, stating the most recent first.

Name and address of employer

Dates

Position held / main duties

Reason for leaving

Name and address of employer

Dates

Position held / main duties

Reason for leaving

Name and address of employer

Dates

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Reason for leaving

Name and address of employer

Dates

Position held / main duties

Reason for leaving

Name and address of employer

Dates

Position held / main duties

Reason for leaving

**Are you currently employed?**

**Yes / No**

Name of present or last employer:

Address:

Telephone number:

Nature of business:

Job title & brief description of duties:

Reason for leaving:

Length of service: From: To:

Interests, achievements and leisure activities (e.g. hobbies, sports, club memberships)

Further information

Please set out below any further information to support your application

(e.g. past achievements, future aspirations, personal strengths)

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Organisation, in compliance with data protection legislation and as set out in the Organisation’s Applicant Privacy Notice. I undertake to notify the Organisation immediately of any changes to the above details.

Signed: Printed: Date:

References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Position: |  |
| Email address: |  |
| Telephone Number: |  |

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Position: |  |
| Email address: |  |
| Telephone Number: |  |

**Can we approach your current employer before an offer of employment is made?**

**Yes / No**

Source of application

How did you hear of this vacancy?

Right to work in the UK

If you are shortlisted for interview, you will be required to provide evidence of your right to work in the UK

**Availability to work**

|  |  |  |
| --- | --- | --- |
|  | Start time | Finish time |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |