

CITY & KENT CLEANING LTD

APPLICATION FOR EMPLOYMENT

Confidential Record

All applicants who meet the requirements advertised will be given fair and equal consideration. This form must be completed fully and honestly. If not applicable please write "Not Applicable" in the space provided.

APPLICATION DETAILS

POSITION APPLIED FOR	
DATE OF APPLICATION	
WHERE DID YOU SEE THE POSITION ADVERTISED?	

PERSONAL DETAILS

TITLE	Mr / Ms / Mrs / Miss*	GENDER	Male / Female*
FORENAME		DATE OF BIRTH	
SURNAME		NATIONALITY	
HOME ADDRESS	CURRENT ADDRESS <i>(IF DIFFERENT)</i>		
TELEPHONE NO.		MOBILE NO.	
E-MAIL ADDRESS			

** Delete as appropriate*

Do you have right to work in the UK? – supporting documentation will be requested at interview. Originals will only be accepted.

If you are not an EU national does any endorsement on your passport restrict your time or employment in the UK or do you need a work permit? Yes No

If yes please give **full** details:

SECONDARY/HIGHER EDUCATION & QUALIFICATIONS *(starting with most recent)*

FROM – TO <i>(Month/Year)</i>	INSTITUTION <i>(Name & Address)</i>	ANY QUALIFICATION(S) GAINED RESULTS <i>(Achieved/Expected)</i>

Do you have any convictions that are not spent under the Rehabilitation of Offenders Act 1974?

Yes No If yes please provide FULL details:

Health - Any offer of employment will be conditional on confirmation of your medical suitability for employment. Are you in good health?

Yes No If no please provide details:

Number of days sickness absence in last two years ____ on how many occasions ____:

EMPLOYMENT EXPERIENCE (starting with most recent) FOR THE LAST TEN YEARS

Company:	Telephone No:
Address:	Job Title and brief description of duties:
Nature of business:	
Employed from: __/__/__ to __/__/__	Notice period:
Reasons for leaving:	
Referee: Name / Contact Details and position (<i>this will not be taken up without your express permission</i>)	
Company:	Reasons for leaving:
Address:	
Nature of business:	
Employment dates:	
Referee: Name / Contact Details and position (<i>this will not be taken up without your express permission</i>)	
CONTINUE ON A SEPARATE SHEET FOR OTHER EMPLOYERS	

RELEVANT EMPLOYMENT EXPERIENCE

(Use the space below to provide us with details of any previous relevant work experience you have had). Continue on a separate sheet as required.

PERSONAL INTERESTS & ACHIEVEMENTS *(Use the space below to list any spare time activities)*

WHAT ATTRACTS YOU TO WORKING AT THIS COMPANY?

WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?

WHEN WOULD YOU BE AVAILABLE TO START?

DECLARATION

I authorise the Company to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.

I understand and consent to the authenticity or content of any documentation provided by me in respect of this application being verified by the company by reference to the UK Border Agency or relevant authority prior to commencement of my employment or at any time during my employment.

I authorise the Company to conduct a search through the Disclosure and Barring Service where this may be required by the operators of any site on which I may be employed or to check the information given above concerning any "spent" convictions.

DECLARATION

The Company is committed to accepting diversity amongst our employees and eliminating any form of discrimination. Our aim is that our employees feel respected and able to fulfil their potential and that employees are respectful to each other at all times. We will aim to treat all applicants and employees fairly. Selection for employment, promotion, training, pay and benefits will be solely on the basis of aptitude and ability. All employees will be given equal opportunity to progress and develop within the company and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

The Policy aims to ensure that the provisions of all diversity and equalities legislation are met in full, in particular the Equality Act 2010.

Applicant's Signature

Date