

# **Application Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Gender:

Male

Female

Nationality: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Basis:

Full Time

Part Time

## **Education and Qualifications: -**

### Education

School, College, University Attended	Date	Qualification	Grade

### Courses completed

Course	Date

Please provide any certificates that you hold for courses completed on interview.

### **Employment History: -**

Please state full employment history including dates, years, duties and reason for leaving. If there are any gaps in employment please discuss below. Please start with your most recent employment.

***If you have worked within the last five years with children or vulnerable adults for more than three months please provide full details including the reasons why the employment ended for a reference to be sent.*** (Please use additional sheet is necessary)

Name and address of employer	Dates From:- To:-	Main Duties	Reason for leaving

## **Capability: -**

You will need to be capable of physically demanding working, including but sometimes not restricted to;

Vacuuming, Dusting, Mopping, Bending, Lifting, Carrying, Leaning, Stretching, Walking, working late nights or early evenings, transport to work, using and diluting various commercial cleaning products, using industrial polishing machines, carpet cleaning machines and other machinery. You may be required to lift heavy awkward objects.

Are you capable of carrying out these tasks? Yes/No

Additional Comments;

## **References: -**

Please supply two references; one of them being a reference from your last employment and the other being a character reference.

### **Last employment reference:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

### **Character Reference:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## **Employment Application Declaration: -**

I the person undersigned have answered all the questions on this application form to be true and correct to the best of my knowledge:

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_