



APPLICATION FORM

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:	
First Name(s):	
Address:	
Post Code:	

Contact Tel. No:	Mobile:	NI Number:
------------------	---------	------------

Full Driving Licence: YES/NO	Endorsements: YES/NO
If YES, please give further details including dates.	

Emergency Contact Details: Name:
Relationship:
Contact numbers:

EMPLOYMENT DETAILS

Please give details of your **past** employment, **excluding your present or last employer**, stating the most recent first.

Name and address of employer / Place of work	Dates / No. of cleaners	Position held	Reason for leaving

--	--	--	--

Are you currently employed?	YES/NO
Name of present or last employer:	

Address:	
Telephone No:	

Nature of business:	
No. of cleaners:	

Job title and a brief description of your duties:	

Length of Service:	From:	To:
--------------------	-------	-----

<i>JOB RELATED TRAINING</i>
Give details of any training courses or experience relevant to this role

GENERAL

This is my only / main job (please circle)	
If this is not your main job please give full details (opposite) of your other employment i.e. Business Name, hours & days work.	
Are you willing to work overtime and weekends if required?	YES/NO
Please give details of any hours which you would not wish work?	
Have you ever been convicted of a criminal offence? (declaration subject to the Rehabilitation of Offenders Act 1974)	YES/NO
If YES, please give full details.	
Have you applied for employment with this Company before?	YES/NO
Do you need a work permit to take up employment in the UK?	YES/NO
How much notice are you required to give to your current employer?	
Do you have any restrictive trade clauses from your previous employment in which the company needs to be aware?	YES/NO

DECLARATION

I understand that any agreement entered into is subject to documentary evidence of my right to work in the UK. I will Inform ACME Contract Consultancy Cleaning immediately of any circumstances that may affect my work, such as changes to health subsequent prosecutions or convictions. I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information may result in my dismissal.

I understand that the details submitted on this application form will be held in confidence by the Company, and give the Company my consent to process this information for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act. 1998.

Signature:	Date:
------------	-------