



Quality Cleaning Services
Quality, trust and reliability

Employment Application Form

Please write in black ink and in BLOCK CAPITALS

Please state position you are applying for:	Date of application:
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PERSONAL DETAILS:

Title	
Surname	
Forename(s)	

Address	
Postcode	
Home Tel Number	
Mobile	
Email	

EDUCATION/QUALIFICATIONS:

Secondary Education

School	Date from	Date to	Subjects	Qualifications	Grades



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Courses attended, or any other skills which may be relevant

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EMPLOYMENT HISTORY

Please list in reverse order, with the most recent employer first:

Name & Address and Employer	Position Held	Month/Year From	Month/Year To

Summary of main duties and responsibilities:

Reason for leaving:

Salary on leaving:

Name & Address and Employer	Position Held	Month/Year From	Month/Year To

Summary of main duties and responsibilities:

Reason for leaving:

Salary on leaving:



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Name & Address and Employer	Position Held	Month/Year From	Month/Year To

Summary of main duties and responsibilities

Reason for leaving:

Salary on leaving:

ADDITIONAL INFORMATION

Please explain why you think you are suitable for the position you have applied for:

GENERAL INFORMATION

Please answer the following questions as accurately as possible:

If appointed when could you start work?	
Times available for work	From To
Min/Max hours required	Min Max
Do you require a permit to work in the UK?	
Do you have any other jobs	
Do you have a full driving licence?	



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Do you have any driving endorsements?	
Do you have your own transport?	
Employment with Quality Cleaning Services is subject to a satisfactory CRB check, the cost of which will be recovered from you should you be in our employment for less than 12 months. Is there anything at this stage that we should be made aware of?	
Are you a smoker or non smoker ?	
Do you have any allergies ? (eg dog/cat)	
How did you hear of this post?	

REFERENCES

Please give the name of two persons from whom references can be requested, once of whom should be your present or most recent employer. School and college leavers should give the names of lecturers/tutors as appropriate. If this is not possible, please give names of persons best able to write a reference, in support of your application. Friends or relatives are NOT considered as suitable referees.

If you are short listed, references may be taken up before interview. If you are not willing for your present employer to be contacted at this stage, please write NO in the following box

Reference 1

Reference 2

Name		Name	
Occupation		Occupation	
Address		Address	
Tel No		Tel No	
Email		Email	
Relationship		Relationship	



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DECLARATION

I declare that to the best of my knowledge, the information supplied is accurate. I understand and agree that my appointment is subject to verification of the information on this form. I authorise Quality Cleaning Services or an independent agent acting on its behalf, to certify the information presented on this form to perform reference checks of my employment (however your current employer will not be contacted until an offer of employment is made and accepted). I understand that this form may be scanned as an electronic image. Should an offer of employment be made, I understand that I will be required to provide evidence of my eligibility to work in the United Kingdom before employment can commence, in accordance with section 8 of the Asylum & Immigration Act 1996. I agree that any sensitive information obtained will only be processed in order to assess this application.

Signed:	Date:
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Please return to:

Quality Cleaning Services
Unit 4 Oaktree Business Park
Queens Lane
Mold
CH7 1XB