

EMPLOYMENT APPLICATION FORM



PRIVATE AND CONFIDENTIAL

- PLEASE PRINT CLEARLY IN BLACK INK
- ANSWER ALL QUESTIONS HONESTLY AND TRUTHFULLY
- READ THE DECLARATION AND DATA PROTECTION SECTIONS
- SIGN AND DATE THE FORM

PLEASE CONTACT US IF YOU NEED THE APPLICATION FORM IN AN ALTERNATIVE FORMAT OR IF YOU NEED ANY ADJUSTMENTS FOR INTERVIEW.

Please return this form to: HR Department, JPC Cleaning Ltd, Longcroft House, Victoria Avenue, Bishopsgate, London, EC2M 4NS

GENERAL INFORMATION	
POSITION APPLIED FOR	
WHERE DID YOU HEAR ABOUT US?	
DATE AVAILABLE FOR EMPLOYMENT	
NOTICE PERIOD REQUIRED BY CURRENT EMPLOYER	
HAVE YOU WORKED FOR THIS COMPANY BEFORE? If so, please give details.	

PERSONAL PARTICULARS	
TITLE	
FIRST NAME	
SURNAME	
ADDRESS	
POSTCODE	
TEL NUMBER	
NEXT OF KIN: (EMERGENCY NUMBER)	
NATIONALITY	
NI NUMBER	
EMAIL	

ELIGIBILITY	
<p><i>To comply with the Immigration, Asylum and Nationality Act 2006, if you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant travel document or, if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a payslip. Any offer of employment will be withdrawn or revoked unless such evidence has been produced.</i></p>	
Are you eligible for employment in the UK, in accordance with the above Act?	
Do you have a proof of eligibility to work in the UK?	
Do you require a Work Permit to work in the UK?	
If so, please give a Work Permit number	

RELEVANT EXPERIENCE

(What, if any, experience / qualifications do you have in office cleaning?)

Courses Completed:

- BICSc (British Institute of Cleaning Science) Customer Care Manual Handling
 COSHH (Control of Substances Hazardous to Health) NVQ (National Vocational Qualification)

PREVIOUS EMPLOYMENT

(To cover the last 5 years)

From	To	Employer (name, address & contact telephone number)	Position held, reason for leaving

CRIMINAL RECORDS DISCLOSURE

Have you ever been convicted of an offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974?

YES

NO

REFERENCES

Please provide the full names and addresses of two referees (not relatives or friends), which should preferably be previous employers, whom we may contact with regard to your application. All offers of employment are strictly subject to satisfactory references being received.

Reference 1 Name

Address

Telephone

Occupation

Capacity and period known to you

Reference 2 Name

Address

Telephone

Occupation

Capacity and period known to you

Have you any objection to these references being obtained prior to interview?

YES

NO

DECLARATION

I declare to the best of my knowledge and belief, the details I have given either in writing on this form or verbally are correct and that any misrepresentation, false, misleading or inaccurate information given by me will be sufficient grounds for revoking any offer of employment, or dismissal without notice if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and I agree that such checks may be made by the Company.

I give permission for my referees as stated above to be contacted and understand that any offer will be subject to receipt of satisfactory references by the Company, evidence of qualifications and of identity and work status.

DATA PROTECTION ACT 1998

I understand that the Company needs to collect and use certain types of information about employees in order to operate its business and to fulfill its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and, if appointed, will be used as part of my personnel records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

This information will be used solely in the recruitment process and will only be retained for as long as is deemed necessary. Such information may include details relating to equal opportunities, these will be used solely for internal monitoring and will not be disclosed to any third party.

Signed _____ Dated _____

*We are an equal opportunities employer.
You may include a C.V. with this application.*