Application Form 

Please complete all sections Avanti Cleaning Services Ltd

**Position Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Personal details*

**Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code\_\_\_\_\_\_\_\_\_**

**Home Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**National Insurance Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you have evidence of your entitlement to live and work in the UK**? Yes/No**

Are you registered disabled  **Yes/No**

**Do you hold a current UK driving licence Yes/No Do you have your own transport Yes/No**

Career History

**Current or most recent Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature of Business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Duties\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for leaving\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Previous Employment*

**Name and address of previous Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code\_\_\_\_**

**Reason for leaving\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start /finish dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

References

Two references are required, one of which must be your current employer or, if you are currently not working, this should be your last employer. For students, one referee should be from your college. References will only be taken up for successful candidates who are offered a post.

|  |  |  |
| --- | --- | --- |
| **Name**  |  |  |
| **Address** |  |  |
| **Tel no** **E mail** |  |  |
|  |

Criminal Record

Have you ever had any convictions, cautions, reprimands or final warnings given by the police **Yes/No**

Are you subject to any current police proceedings or criminal investigations? **Yes/No**

If ‘Yes’ please give details on a separate sheet and attach in a sealed envelope marked ‘Confidential’.

Data Protection

The information that you have provided will be handled and processed in accordance with the Data Protection Act 1998. It will only be used to compile and maintain personnel records.

Declaration

**I declare that the information given is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that if appropriate, a criminal records check will be carried out.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PLEASE RETURN TO: Avanti Cleaning Services Limited, 38 Normandy Lane, East Preston

 West Sussex BN16 1LY