

# Application Form

Application for employment as a: Professional Cleaning Operative and Driver

Please complete this application form in blue/black ink in block capitals and provide as much detail as you can. Alternatively, you can complete this form electronically and email it to us at [hello@clearinteriors.co.uk](mailto:hello@clearinteriors.co.uk). Read the application form carefully to ensure you complete all sections.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Details | | | | | | | |
| First name | | |  | | | | |
| Last name | | |  | | | | |
| Date of birth | | |  | | | | |
| Telephone number | | |  | | | | |
| Mobile number | | |  | | | | |
| Email | | |  | | | | |
| Home address | | |  | | | | |
| Postcode | | |  | | | | |
| Have you ever been convicted of a criminal offence? | | |  | | | | |
| If yes, please provide details. If you run out of space, please continue on a separate sheet. | | |  | | | | |
| Are you currently employed? | | |  | | | | |
| If yes, how much notice would you need to give? | | |  | | | | |
| Do you have any health issues, which may affect your ability to carry out the duties of the role (e.g. allergies, asthma, back pain)? | | |  | | | | |
| If yes, please provide details. If you run out of space, then please continue on a separate sheet. | | |  | | | | |
| Do you have a reliable car with appropriate insurance and tax, which will be available for you to use for work? | | |  | | | | |
| Do you have a full driver’s license? | | |  | | | | |
| Do you have any points on your license? | | |  | | | | |
| If yes, please provide details (how many points and when they will expire). | | |  | | | | |
| Do you currently have the right to live and work in the UK? | | |  | | | | |
| Are you available to work during school drop-off and pick-up times and school holidays? | | |  | | | | |
| How many hours per week are you looking to work? | | |  | | | | |
| Are you able to speak, read, write and understand English language to a level where you are able to communicate without difficulty? | | |  | | | | |
| Do you have a recent DBS check (formerly called a CRB check)? | | |  | | | | |
| Do you have a valid proof of ID and address that you can bring to the interview? | | |  | | | | |
| I am available to work | Monday AM | Tuesday AM | | Wednesday AM | Thursday AM | | Friday AM |
| Monday PM | Tuesday PM | | Wednesday PM | Thursday PM | | Friday PM |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Experience | | | | | | | | |
| **1. Your most recent role** | | | | | | | | |
| Job title |  | | Salary per hour | |  | | Dates worked from and until |  |
| Company name and address | |  | | | | | | |
| Duties and responsibilities | |  | | | | | | |
| Reason for leaving | |  | | | | | | |
| **2. Your second most recent role** | | | | | | | | |
| Job title |  | | | Dates worked from and until | | |  | |
| Company name and address | |  | | | | | | |
| Duties and responsibilities | |  | | | | | | |
| Reason for leaving | |  | | | | | | |
| **3. Your third most recent role** | | | | | | | | |
| Job title |  | | | Dates worked from and until | | |  | |
| Company name and address | |  | | | | | | |
| Duties and responsibilities | |  | | | | | | |
| Reason for leaving | |  | | | | | | |
| Have you worked as a domestic cleaner before? | |  | | | | | | |
| If yes, please provide details if not listed above. Indicate for how long you were in this role, for which company and what your role involved.  If no, then please use this space to let us know about any other relevant experience you have had that is not listed above. | |  | | | | | | |

|  |  |  |
| --- | --- | --- |
| Other | | |
| Where did you see this vacancy advertised? |  | |
| Do you have any special needs or requirements that need to be accommodated at interview? e.g. any accommodations for language difficulties or with written skills. |  | |
| If yes, please give details. |  | |

|  |  |  |
| --- | --- | --- |
| References | | |
| In order to become a Clear Interiors employee, we will normally require two professional references from people you have previously worked for. Unless you consent in the form below, we will not contact your references prior to interview. | | |
| **Reference 1** | | |
| Full name and title (Miss/Ms/Mrs/Mr, etc.) |  | |
| Job title |  | |
| Company |  | |
| Company address and postcode |  | |
| Telephone |  | |
| Email |  | |
| Can we approach this reference prior to interview? | Yes | No |
| **Reference 2** | | |
| Full name and title (Miss/Ms/Mrs/Mr, etc.) |  | |
| Job title |  | |
| Company |  | |
| Company address and postcode |  | |
| Telephone |  | |
| Email |  | |
| Can we approach this reference prior to interview? | Yes | No |

## Declaration

My signature confirms that all the information provided on this application is accurate and complete. I understand that any falsification or deliberate omission may disqualify my application or lead to the termination of my employment. I confirm that I am entitled to work in the UK. I understand that my employment is subject to references that satisfy Clear Interiors.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Thank you for taking the time to complete our application form. Please note we will only contact successful applicants. This will normally be within 7 working days of submitting your application.

If you have any questions, or would like any further information before completing your application, please contact me by email using the email address below, or telephone on: 01603 617 732.

**Please return your application form to:**

Jane Foulger, Clear Interiors, 120 Whitehall Road, Norwich, Norfolk, NR2 3EW, or email it to [hello@clearinteriors.co.uk](mailto:hello@clearinteriors.co.uk).