

# Cleaner application form

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## Personal details

FIRST NAME

SURNAME

DATE OF BIRTH

NATIONAL INSURANCE NUMBER

ADDRESS

POSTCODE

HOME TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

EMAIL ADDRESS

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## Current or most recent employment

POSITION

DATES EMPLOYED FROM AND TO (MONTH AND YEAR)

NAME AND ADDRESS OF EMPLOYER

MAIN RESPONSIBILITIES

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## Relevant experience

DETAILS OF ANY EXPERIENCE, QUALIFICATIONS OR TRAINING RELEVANT TO THIS JOB

DATES

DETAILS

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## Getting around

DO YOU HAVE ANY TRANSPORT OF YOUR OWN?    SCOOTER/MOTORBIKE    PUSH BIKE    CAR

DO YOU HAVE A FULL DRIVING LICENCE?    YES    NO

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## Cleaner application form (continued)

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### Availability

MONDAY	EARLY	MORNINGS	AFTERNOONS	EVENINGS
TUESDAY	EARLY	MORNINGS	AFTERNOONS	EVENINGS
WEDNESDAY	EARLY	MORNINGS	AFTERNOONS	EVENINGS
THURSDAY	EARLY	MORNINGS	AFTERNOONS	EVENINGS
FRIDAY	EARLY	MORNINGS	AFTERNOONS	EVENINGS

CAN YOU WORK WEEKENDS?

SATURDAY	ALWAYS	SOMETIMES	NEVER
SUNDAY	ALWAYS	SOMETIMES	NEVER

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### References

PLEASE SUPPLY THE NAME, ADDRESS AND TELEPHONE NUMBER OF TWO REFEREES  
(One must be your present – or most recent – employer and the other should be, where possible, a previous employer)

#### REFERENCE ONE

NAME JOB TITLE

ADDRESS TELEPHONE

EMAIL

#### REFERENCE TWO

NAME JOB TITLE

ADDRESS TELEPHONE

EMAIL

Please note that your referees may be approached after the interview, with your consent.

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### Declaration

I declare that the information given on this form is, to the best of my knowledge, true and complete.  
I understand that any false statements may be sufficient cause for my rejection or, if employed, dismissal.

SIGNATURE

DATE

**Submit this form after completing the next page**

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Please note that if you have not heard from us within four weeks of the closing date, your application has been unsuccessful on this occasion.  
Our recruitment and selection procedures follow the data protection principles in accordance with the Data Protection Act 1998.

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## Additional information and equal opportunities

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### POLICY

Humucare cleaning agency is committed to the principle of equal opportunities in employment.

The aim of the Equal Opportunity policy is to ensure that all employees are recruited, trained and promoted according to their ability to fulfil the requirements of their post.

There will be no discrimination on the grounds of, for example, race, colour, creed, ethnic or national origins, nationality, disability, age, sex, sexual orientation, marital status or family responsibility in any matter relating to employment.

### MONITORING

Humucare cleaning Agency has adopted the recommendations of the Code of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality (now the Equality and Human Rights Commission) that employers should regularly monitor the effects of selection decisions to assess whether equality of opportunity is being achieved.

For this purpose you are asked to complete the form below.

The information will be treated as strictly confidential and used, in an anonymous way, for statistical purposes only. The form will be removed from your application prior to short listing.

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### Details

POST APPLIED FOR

DATE OF BIRTH

I WOULD DESCRIBE MY ETHNIC ORIGIN AS

WHITE – BRITISH  
BLACK / BLACK BRITISH – CARIBBEAN  
ASIAN / ASIAN BRITISH – INDIAN  
MIXED – WHITE / BLACK AFRICAN  
MIXED – OTHER

WHITE – IRISH  
BLACK / BLACK BRITISH – AFRICAN  
ASIAN / ASIAN BRITISH – PAKISTANI  
MIXED – WHITE / BLACK CARIBBEAN  
CHINESE

WHITE – OTHER  
BLACK / BLACK BRITISH – OTHER  
ASIAN / ASIAN BRITISH – OTHER  
MIXED – WHITE / ASIAN  
OTHER ETHNIC GROUP

I AM

MALE      FEMALE

DO YOU NEED APPROVAL THROUGH THE REQUIREMENTS OF THE UK BORDER AGENCY TO WORK IN THE UK?

YES      NO

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? (DECLARATIONS SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974)?

YES      NO

IF YES, PLEASE GIVE DETAILS

Or email this form to [Agency@humucarecleaning.co.uk](mailto:Agency@humucarecleaning.co.uk)  
Help us to ensure the effectiveness of our Equal Opportunity Policy by completing this form.

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