

**Job Application Form**

Please ensure that all parts of the application are completed in BLOCK CAPITALS. Please email completed form to leah@moorescleaning.co.uk or post to Moores Cleaning, Unit 10, Focus 303 Business Centre, Focus Way, Andover, Hampshire, SP10 5NY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| First Name: |   |   |   | Last Name: |   |   |   |
| Address: |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
| Mobile No: |   |   |   |   |   |   |   |
| Home No: |  |  |  |  |  |  |   |
| Email: |   |   |   |   |   |   |   |
| Do you require a work permit to work in the UK? | Yes/No |   |   |
|   |  |  |  |  |  |  |   |
| Have you ever been convicted of a criminal offence or received a caution, reprimand or warning  | Yes / No  |   |   |
| If yes please give details.. |  |  |  |  |   |
|   |   |   |   |   |   |   |   |
| Do you hold a full UK driving license: | Yes /No |   |    |
|   |   |   |   |   |   |   |
| Shift availability  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday  |
| From |   |   |   |   |   |   |   |   |
| To |   |   |   |   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you worked for Moores Cleaning Services Ltd before? Yes/No  Are you related to anyone that currently works for Moores Cleaning Services Ltd? Yes/No If Yes please give details: |  |   |   |   |
|  |  |  |  |  |  |  |  |  |   |
|   |   |   |   |   |   |
| Are you able to provide a DBS Certificate  | Yes/ No |   |  |  |  |

**Employment History** (Most recent first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: | Position: |   | Name of employer: |   |   |
|   |   |   |   |   |   |   |   |   |
|   |  |   |   |  |  |  |  |   |
| Reason for leaving: |   |   |   |   |   |   |   |
|   |  |  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |   |   |
| Manager’s Name:  |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |

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| --- | --- | --- | --- | --- | --- |
| Date: | Position: |  | Name of Employer: |   |   |
|   |   |   |   |   |   |   |   |   |
|   |  |   |   |  |  |  |  |   |
| Reason for leaving: |   |   |   |   |   |   |   |
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|   |   |   |   |   |   |   |   |   |
| Manager’s Name:  |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |

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| --- | --- | --- | --- | --- | --- |
| Date: | Position: |   | Name of Employer: |   |   |
|   |   |   |   |   |   |   |   |   |
|   |  |   |   |  |  |  |  |   |
| Reason for leaving: |   |   |   |   |   |   |   |
|   |  |  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |   |   |
| Manager’s Name:  |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
| **Education:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Name & Address of School / College | Qualification  |   |   |
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**References:**

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| Please provide names of two people (not related to you), who can be contacted to provide a reference. |
| At least one should be work related. |  |  |  |  |  |  |  |  |
| Name: |   | Telephone Number: | Email: |   |   |   | How do you know this person |   |
|   |   |   |   |   |   |   |   |   |  |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| My signature confirms that I give permission for Moores Cleaning Services Ltd to keep my details on file in accordance withour privacy policy. This also confirms that all the information given on this application form is true and complete. I confirm that I am entitled to work in the UK & Ireland and can provide original documentation. |
|  I understand that false or misleading Information in my application or interview may result in my employment being terminated. |
|  |

Signed:……………………………………………….. Date:……………………………………………………..