



APPLICATION FORM



When completed this form should be returned to the Managing Director, Vacman Cleaning Ltd, The Green Building, Portree, Highland, IV51 9DJ. You may also return it to the person who issued it to you.

Post Applied For:	Location:
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PERSONAL DETAILS

Title:	First Name(s):	Surname:
Home Address:		National Insurance Number:
		Mobile Telephone Number:
		Home Telephone Number:
		Email address:
Do you hold a current driving licence? YES / NO Do you have the use of a car during working hours? YES / NO <i>We normally pay staff directly into their Bank Account.</i> Do you have a Bank Account YES/NO		Work Telephone Number: May we discreetly contact you at work? (phone/e-mail) YES/NO

CRIMINAL CONVICTIONS

Please state any convictions, other than minor driving offences, that you have had for criminal offences, subject to the provisions of the Rehabilitation of Offenders Act 1974 and 1986. People with criminal records applying for jobs will not necessarily be denied employment and will be treated according to their merits and to any special criteria of the post.

If you are applying for a job that involves driving indicate the total number of points on your licence here:

REFERENCES

Please give the names and addresses of 2 referees covering the last five years, one of whom **must** be your present or last employer.

1.	2. <i>Please enter the details of your last employer here</i>
Telephone Number:	Telephone Number:
If this was an employer what was your reason for leaving:	What is/ was your reason for leaving this employer:
Occupation of Referee:	Occupation of Referee:
May we contact them before interview YES/NO	May we contact them before interview YES/NO

QUALIFICATIONS (You will be required to provide proof of any qualifications prior to appointment)

Professional Qualifications (ie HND, OND Diplomas etc)	Organising Body	Dates

TRAINING please list any relevant training courses undertaken and supply photocopies of any certificates

Vocational Training Courses (ie SVQ, BICSc, IPAF, NPTC, LANTRA)	Organising Body	Dates

Please provide brief details of any physical or other condition that has affected, or is likely to affect, your ability to perform the job applied for? (eg: recurring back ache)

Are you registered disabled under the Disability Act?

Excluding Annual and Public holidays please indicate the total number of days you were absent from work, (i.e through illness, injury or for compassionate reasons) in the years shown below:

2011	2010	2009

Outline below if there are any special reasons why absences were abnormally high in any particular year(s)

Please use this space to let us know about yourself. Include any previous experience or special skills you have that would help you in this job or to outline why you are interested in the post. This may assist us in deciding your suitability for employment with Vacman Cleaning

THIS SECTION ONLY APPLIES TO APPLICANTS WHO ARE NOT UK CITIZENS

If you are not a British Citizen please indicate your Country of Birth and Nationality Here:

If you are from an EU Country that requires you to register under the Home Office Workers Registration Scheme please enclose a copy of your Workers Registration Card along with a photocopy of your passport and any relevant visas.

If you have not already registered under the Workers Registration Scheme, Vacman may be prepared to assist with your registration under this scheme. **Are you prepared to register under the WRS scheme if offered employment**

- Important Notes** **YOU WILL NOT BE OFFERED EMPLOYMENT IF YOU ANSWER NO TO THE ABOVE QUESTION**
1. The Home Office currently charge for Registration under the Workers Registration Scheme. The Fee is currently £70.00.
 2. If we assist with your application and make any payments on your behalf all fees paid shall be deducted from any wages you may be due.

DECLARATION All applicants must sign the declaration below in order to be considered for interview or employment.

I declare that the information given on this form is, to the best of my knowledge, complete and correct and I understand that any false or deliberately misleading statements made on this form in order to gain employment will justify my dismissal.

Signed : Date:

Thank you for your interest in a career with Vacman Cleaning Ltd. Vacman Cleaning is an equal opportunities employer and adheres to a policy of equal employment opportunity. All employment decisions are made without regard to race, religion, age, sex, colour, national origin or handicap. Your opportunity for employment with us is based on your merit, past experience and your ability to perform the job. Further, any offer of employment may be conditional upon the results of a medical examination, including a screening procedure for illegal drugs, which may occur before you begin work.

The number and type of employment opportunities available with Vacman Cleaning Ltd vary. No material contained within this form, nor anything contained in a formal employment application or the granting of an employment interview, should be construed as a promise of employment. Any subsequent offer of employment will be made in writing and will be subject to the Vacman Cleaning Ltd Standard Terms and Conditions of Employment which includes a minimum probationary period of 3 months and a maximum period of 1 year.