

**FOR OFFICE USE ONLY ID CHECKS ✓**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Log in Number |  | Photo |  | NI Number |  | DBS Check |  |
| Job Location |  | Passport |  | Proof of Address |  | Utility Bill |  |
| Hours & Days |  | Driving Licence |  | Birth Certificate |  |  | |
| Pay Rate |  | Uniform Size |  | | | | |
| Start Date |  | Holidays |  | | | | |
|  | | | | | | | |
| Bank Name |  | Account Name |  | | | | |
| Sort Code |  | Account No/Ref |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Confidential Application for Employment** | | | |
| ✓ Mr  Mrs  Ms  Miss | | Name & Address of Next of Kin | |
| Full Name | Click here to enter text. | Click here to enter text. | |
| Address | Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | |
| Post Code | Click here to enter text. | Click here to enter text. | |
| Mobile Number | Click here to enter text. | Click here to enter text. | |
| Home Tel No. | Click here to enter text. | Tel Number | Click here to enter text. |
| Email Address | Click here to enter text. | Relationship | Click here to enter text. |
| National Ins No. | Click here to enter text. | Position Applied For | Click here to enter text. |
| Date of Birth | Click here to enter text. | How did you hear about the vacancy? Click here to enter text. | |
| Nationality | Click here to enter text. |  | |

|  |
| --- |
| Do you hold a full, clean current UK Driving Licence? Choose an item.  List any driving offences and points (with dates) on your licence: Click here to enter text. |

### **Work Permit**

|  |
| --- |
| Do you require a work permit to work in the UK? Choose an item. |

### **Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates Employed(most recent first) | Name & Address  of Employer | Job Title and  Description of Duties | Rate of  Pay | Reason for  Leaving |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

### **Experience and Skills**

|  |
| --- |
| Please list any relevant skills or experience you have that may be applicable to this position. |
| Click here to enter text. |

### **Health Details**

|  |
| --- |
| Are you in good general health?If No please state medical condition. Yes  No |
| Are you receiving any medical treatment?If yes, please state what? No  Yes |
| Do you have any form of disability? If Yes please list: **No  Yes** |
| Please list any absence from work in the past 12 months and state the reasons for them.  Click here to enter text. |

### **Criminal Record**

|  |
| --- |
| This post is/is not\* exempt from the provision of the Rehabilitation of Offenders Act 1974. Do you hold a criminal record? Yes / NO  Click here to enter text.  Please list any criminal convictions/cautions (including spent convictions if exempt post) |

### **References**

|  |  |
| --- | --- |
| Please give the names and addresses of two people to whom we can apply for a reference.  One of these should be your current or most recent employer. If you do not want us to contact  them unless we offer you the position please tick the box. | |
| Name Click here to enter text.  Position Click here to enter text.  Company Click here to enter text. Telephone No. Click here to enter text.Address Click here to enter text. | Name Click here to enter text.  Position Click here to enter text.  Company Click here to enter text.  Telephone No. Click here to enter text.  Address Click here to enter text. |

### **Declaration**

|  |
| --- |
| 1. I confirm that the information provided on this application form is accurate and correct. I understand that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I hereby give my authority for the organisation to contact my doctor for any further information regarding my state of health. 3. In the event that I am offered a job I understand that I have an obligation to notify the Department of Work and Pensions and / or Council Housing Benefit of my earnings (if applicable). 4. I consent to my personal data being stored and used by Opusclean Ltd in accordance with the GDPR regulations.   Print Name: Click here to enter text.  Date: Click here to enter text. |

**Please send this form to: Opusclean, 28 Narborough Wood Park, Desford Road, Enderby, Leicester, LE19 4XT**

**Tel: 0845 269 1800** [**www.opusclean.co.uk**](http://www.opusclean.co.uk) **email** [**admin@opusclean.co.uk**](mailto:admin@opusclean.co.uk)