

**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**

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

### **Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates Employed(most recent first) | Name & Addressof 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 / NOClick 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**