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APPLICATION FORM

* Please complete in ink
* For any sections requiring further details please add extra sheets if necessary
* Complete all sections and delete information as necessary
* You may enclose a CV but only if the form is completed
* We may choose to discount your application if it is not completed in full

**Job applied for Ref No Location**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Your details**

|  |  |  |
| --- | --- | --- |
| Surname |  | Forenames |
| **Address** | **Tele No:****Daytime:****Evening:-****Mobile:** |
| **Full car driving licence?**  | **Yes/no** | **Number of penalty points** |  | **Do you have access to transport**  | **yes/no** |

**Work History**

|  |  |  |
| --- | --- | --- |
| Are you currently in work? | Yes/no | Please tell us about your current or most recent job |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title |  | Start date |  | Finish date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer |  | Salary |  | Notice period |

|  |
| --- |
| Describe the main duties, responsibilities and skills involved |

|  |
| --- |
| Reason for change |

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**Please list other work beginning with the most recent (you may continue on a separate sheet if required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer** | **Job Title** | **Start date** | **Finish date** |

**Education** (including further education or study but excluding professional training)

School/college/university etc from age eleven subject/level (e.g. GCSE, GCE, CSE) Grade Result date

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Professional and work related training**

 **Course or qualification Place & method of study**

 **e.g. day release) Result Start date Finish date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

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**Your qualities**

Please explain as fully as possible why your experience, training, skills and interests make you the right person for this particular job

|  |
| --- |
|  |

**Please detail below any hobbies or interests**

|  |
| --- |
|  |

**Do you have any friends or relatives working at Giltbrook Cleaners, if so please detail below:**

|  |
| --- |
|  |

**Please give details of any criminal convictions Number of days illness in the last two years**

|  |  |
| --- | --- |
|  |  |

**References and other general information**

Please supply details of referees that we can contact. Both referees must be from previous employment, including your most recent employer. If only one workplace referee is possible then a friend may be used to provide a personal character reference.

|  |  |  |
| --- | --- | --- |
|  Name | Referee 1 | Referee 2 |
| Organisation name & address(or home address of personal referee) |  |  |
| Daytime telephone number |  |  |
| Job title/relationship to you |  |  |

**Do you wish to be contacted prior to references being taken up? Yes/no**

**Please tell us where you saw the job advertised or how you heard about it**

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**Please check your application form carefully to ensure that the information is as accurate as possible**

**Your application is accepted on the following basis:-**

* The information is correct
* Any form of canvassing, direct or indirect will invalidate your application
* You are lawfully available for work in this country
* You are required to declare convictions or cautions, spent or not for jobs which fall within the Rehabilitation of Offenders Act 1974 (exceptions) (Amendment Orders 1986 and any other later orders
* Your application should reach us by the specified closing date, we may choose to accept completed forms after this date, but this will be at our discretion

**Please sign below to show your acceptance of the conditions on this form and of others which may have been outlined to you in other materials relating to this job.**

|  |  |  |  |
| --- | --- | --- | --- |
| signed |  | Date |  |

**Please return your completed application form to:-**

**Giltbrook Cleaners**

**Mercian Close**

**Manners Industrial Estate**

**Ilkeston**

**Derbys**

**DE7 8HG**

**Tel:- 0115 9448464 Fax:- 0115 9328329**

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**Please use this space if you feel you have any further relevant information you wish to tell us.**

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