



APOLLO WALES
CLEANING SERVICES

Employment Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview.

Driving Licence

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Do you own a car or have access to one?

Yes

No

You will be responsible for ensuring that you have the necessary vehicle insurance for use on business (if relevant to post)

Have you previously been invited for an interview with, or employed by, Apollo Wales?

Yes

No

If yes, please state position(s) applied for / held:

Are you willing to work overtime/ weekends when required?

Yes

No

If yes, please state position(s) applied for / held:

2. Bank Account Information

Sort Code			-			-													
Account Number																			
Bank Name																			
Name on account																			

3. Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

4. Disability Discrimination Act

The Disability Discrimination Act 1995 protects people with disabilities from unlawful discrimination. We welcome applications from people with disabilities. The DDA defines a disabled person as 'someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out day to day activities'.

Do you have a disability?

Yes

No

If yes, please give details:

If, as a result of your disability, you should require any particular arrangements to be made for your interview please give details below:

5. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1	Reference 2
<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes No</p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes No</p>

Can we approach your most recent/current employer for referencing?

Yes

No

6. Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Apollo Wales can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

Candidates selected for interview will normally be notified within four weeks of the closing date.

If you return this form by email, you will be asked to sign your application at interview.

7. Submitting your application

By Hand or Post:

Apollo Wales
16 Crwys Road
Cardiff
CF24 4NJ

By E-Mail:

hr@birkenhaus.co.uk

Enquiries:

Telephone: 02920 100 004