



Oakley Vale
Community Centre

Application for Caretaker Cleaner

Personal Data

Full Name *(with Title)* _____
 Address Line 1 _____
 Address Line 2 _____
 Town _____
 County _____ Post Code _____
 Home Number _____ Mobile Number _____
 Email Address _____

Are you entitled to work in the UK? *Please Tick* Yes / No

Are you available to start work immediately? *Please Tick* Yes / No

If no, please give your first available start date: _____

How did you hear about this position? _____

References

Referee 1

Reference Type *(please circle)* Current employer / most recent employer – *please specify*
 Full Name *(with Title)* _____
 Organisation *(if applicable)* _____
 Job title *(if applicable)* _____
 Address Line 1 _____
 Town _____
 County _____ Postcode _____
 Telephone *(with dialling code)* _____
 E-mail address _____

Referee 2

Reference Type *(please circle)* Previous employer / school or college tutor / other – *please specify*
 Full Name *(with Title)* _____
 Organisation *(if applicable)* _____
 Job title *(if applicable)* _____
 Address Line 1 _____
 Town _____
 County _____ Postcode _____
 Telephone *(with dialling code)* _____
 E-mail address _____

Work Experience

Please provide your current employment details with start and end dates. If not currently employed please provide your latest employment to date if applicable.

Current or most recent Employment

Company Name	Job Title
Address	Post Code
Salary	Notice required
Dates Employed	From To
Reason for Leaving	
Current Main Duties and Responsibilities	

Previous Employment

Name of Employer and their address:	Job Title and Salary	Dates From & To	Reason for leaving

We reserve the right to contact any employer listed to verify employment history

Do you have any gaps in employment in the last 10 years? Please Tick Yes / No

For all periods not in employment, please provide reasons

Additional Information

This section will be used for short listing purposes and therefore it is important that you complete this part of the application with as much detail as possible to demonstrate your suitability for the position for which you are applying by summarising your skills and experience against the short listing criteria set out in the Job Description and Person Specification for this role.

Declarations and Disclosures

1. Disability

The Equality Act 2010 defines disability as: "A physical or mental impairment which has a substantial or long-term adverse effect on that person's ability to carry out normal day-to-day activities". The organisation will make every effort to meet any 'reasonable adjustments' to enable a disabled person to gain employment.

Please list here any reasonable adjustments that we need to make for you to attend an interview

2. Declaration of Criminal Convictions

Please respond to the statements below. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying. If you disclose a conviction, it does not necessarily mean that we will not consider your application. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for. Further information on the disclosure of convictions is at <http://www.lawontheweb.co.uk/rehabact.htm>

I understand that some posts, including those which involve working with children and vulnerable adults will require me to give details of any criminal convictions. If this post falls into this group, I confirm that I will provide the information requested to apply for a Disclosure and Barring Service Disclosure at the appropriate level.

Signed _____ Date _____

3. Rehabilitation of Offenders Act 1974 (as amended)

Please read the following information on disclosure of spent convictions: IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS WHICH WILL WORK WITH YOUNG PERSONS UNDER AGE 18 The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs.

I understand that this post will require me to disclose any criminal convictions, cautions, warnings, reprimands or bind-over's that are spent. I confirm that I will provide the information as and when requested.

Signed _____ Date _____

4. Declaration

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered and that I am in possession of the certificates I claim to hold. I understand that any deliberate omission or misrepresentation may lead to the disqualification of my application, termination of contract of employment without notice, summary dismissal and possible referral to the police.

Signed _____ Date _____