

## KariSparkle Cleaning Services Ltd ©

**The Recruitment Process Within This Organisation Has A Minimum Of Two Stages.**

The completion of this application form is part of stage one. This application will be reviewed, and a decision made as whether to proceed to stage two, the interview, based on this information. Please complete **FULLY**.

|   |                                  |
|---|----------------------------------|
| Position applied for:   |                                  |
| Approx. no. of hours wanted   |                                  |
| Full-time / part-time<br>(please circle which you want to work)   |                                  |
| Surname:  | First name(s):                   |
| Current address:  |                                  |
| Post code:  | Moved to this address on (date): |
| Previous address Note: For Criminal Record check purposes, addresses covering the five years up to the application date must be supplied. If necessary, use another sheet of paper. |                                  |
| Post code:  | Moved to this address on (date): |
| Telephone Number:   |                                  |
| Details:  |                                  |

**EDUCATION**

| School/College/University | Examinations Passed/Qualifications gained<br>(Please supply copies of certificates) |
|---------------------------|---|
|                           |   |

**TRAINING HISTORY/PROFESSIONAL STATUS**

| Date of Graduation/Qualification | Location/Details  | Notes |
|----------------------------------|---|-------|
|                                  | (Please supply copies of certificates/membership details) |       |

**SHORT COURSES ATTENDED**

| Subjects | Location |
|----------|----------|
|          |          |

**EMPLOYMENT HISTORY**

Current/most recent first. Information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

|   |  |
|---|--|
| <b>Name and address of your most recent/last employer:</b>              |  |
| Date of employment:   |  |
| Nature of business:   |  |
| Position held and reason for leaving:                                   |  |
| Salary / Rate:  |  |
| <b>Name and address of Employer prior to the employer listed above:</b> |  |
| Date employed:  |  |
| Nature of business:   |  |
| Position held and reason for leaving:                                   |  |
| Salary / Rate:  |  |
| <b>Name and address of Employer prior to the employer listed above:</b> |  |
| Date employed:  |  |
| Nature of business:   |  |
| Position held and reason for leaving:                                   |  |
| Salary / Rate:  |  |
| <b>Other Roles</b> (Use additional sheet):                              |  |
|   |  |

### **Application Pack Content**

Below are required document to make you complaint to start work with KariSparkle Cleaning Services

1. Application pack
2. CV covering 5 year no gap
- 3 DBS (We must be able to perform an online update check
4. Immunisations
5. Mandatory Training  Completed within the past 12 months
6. NI card / Letter
7. Qualifications
8. Passport or Right to work in the UK
9. Photo (for ID Badge)
10. Two proofs of Address (Colour copy of drivers license /council tax letter/bank statement/utility Bill 11. X 2  
References from previous workplace

We gladly welcome you to KariSparkle Cleaning Services Ltd, we look forward to working with you.

If you have any queries, please don't forget to contact us.

Kinds Regards.

Compliance Team.