



## DONE & DUSTED SOUTHPORT LTD APPLICATION FORM

CONFIDENTIAL

Please note that if your application proceeds to an interview you will need to produce one of the following to prove your eligibility to work in the UK:

- A UK passport
- An EU passport or national identity card
- A UK residence permit issued by the Home Office
- An Application registration card issued by the Home Office to an asylum seeker stating that the holder is entitled to take up employment

OR either of the following:

- An official document bearing your NI number along with your birth certificate, letter from the Home Office or a document declaring your immigration status.
- A work permit along with a valid passport or a letter from the Home Office

PERSONAL DETAILS			
FIRST NAME		SURNAME	
TITLE		MALE/ FEMALE?	
ADDRESS			
MOBILE		TELEPHONE	
EMAIL			
DRIVING LICENSE?	YES      NO (DELETE AS APPROPRIATE)	OWN TRANSPORT?	YES      NO (DELETE AS APPROPRIATE)
NATIONALITY			

EDUCATION		
Name of institution	Dates - from/to	Qualifications gained

EMPLOYMENT HISTORY, EXPERIENCE AND TRAINING			
Dates - to/from	Position	Employers name and address	Reason for leaving

Please give details below of any other relevant experience or training. This may include voluntary work, training courses or employment scheme attendance.

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ATTENDANCE
How many episodes of illness have you had during the past 6 months? .....
How many days have you been ill or unfit for work during the past 6 months? .....

REFEREES			
Please provide the details of two referees			
<b>Referee 1</b>	Name	<b>Referee 2</b>	Name
	Position		Position
	Company name & address		Company name & address
	Phone		Phone
	Email		Email

DECLARATION AND DATA PRIVACY	
<p><b><i>I declare that the information given on this form and during the interview process is correct to the best of my knowledge and that...</i></b></p> <ul style="list-style-type: none"> <li><b><i>• I am legally entitled to live and work in the UK</i></b></li> <li><b><i>• I have valid proof of identification and proof of address</i></b></li> </ul> <p><b><i>I also understand that should my application be successful and I am employed by Done &amp; Dusted Southport Ltd, any false or misleading information supplied by me may lead to my termination.</i></b></p> <p><b><i>The information contained in this form will only be used for the purpose of recruitment and will be kept on file by Done &amp; Dusted Southport Ltd and only accessed by management. Your information will not be shared with third parties. By signing below you also give consent for Done &amp; Dusted Southport Ltd to contact referees and previous employers to confirm the details of your application.</i></b></p>	
SIGNATURE	DATE

Please complete this form and return send to

**info@ddcleaners.co.uk**

or

**Done & Dusted Southport Ltd**  
 151 Upper Aughton Road,  
 Southport,  
 Merseyside,  
 PR8 5NJ

