



# Application Pack

## COMPLETION CHECKLIST

- P46 attached →
- Passport attached →
- Visa attached →
- NI card copy attached →
- WRS application form attached →   
Czech Rep, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia
- Application form complete →

## POSTAL ADDRESS

Cleanright Limited  
 The Stables,  
 Bonnets Lane,  
 Crawley,  
 West Sussex,  
 RH11 0NY

Tel: 01276 29178  
 Fax: 01276 29171

<b>Name :</b>	
<b>Job Title :</b>	<b>Cleaning Operative / Cleaning Supervisor</b> (delete as appropriate)
<b>Contract :</b>	
<b>Managers Name:</b>	
<b>Start Date :</b>	

## Personal Details

Surname		Forenames	
Title			
Address		Home Tel:	
Postcode		Mobile:	
		Email:	
Nationality		Date of Birth	
Home Language		NI Number	

## Criminal Record Search

PLEASE TICK THE RELEVANT BOX	YES	NO
Have you ever received a police caution or been involved in any Criminal, Civil or Legal Proceedings. This also includes any conviction of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?		
Are you subject to any pending criminal prosecutions or proceedings?		
Does the client require that a CRB check be carried out <b>(To be completed by manager)</b>		

## Bank Details

NAME ON ACCOUNT			
NAME OF BANK /BUILDING SOCIETY			
BRANCH			
SORT CODE (6 digits)			
ACCOUNT NUMBER (8 digits)			
ROLL NUMBER (BUILDING SOCIETIES)			
COPY OF FIRST PAGE BANK STATEMENT ATTACHED	YES / NO (If no, give reasons)		

Present/Last Employer:		Date of Employment from:	
Address:			
Type of Business:		Position Held:	

<b>Type of Business:</b>		<b>Position Held:</b>	
<b>Describe the work undertaken:</b>			

## Employment History (Details of a previous employer that we can contact for a reference)

## Health & Safety training

<b>Induction</b>	<b>Requirements</b>	<b>Tick</b>
Application Forms	All details on the form must be completed and checked with proof documents before signing off.	
Signing in and out procedure.	All details on the form must be completed and checked with proof documents before signing off.	
Rates of Pay	Discuss the rates of pay that apply on the contract.	
Hours of work, Shifts, Rotas & Breaks	Discuss the hours of work, types of shift patterns on contract.	
Sickness/absence procedures	Explain the policy and the procedures to be followed.	
Holiday entitlement including the holiday year dates	Discuss the requirements on holidays and booking holidays.	
Uniform Procedure - refer to jewelry, hats, personal stereo, mobile phones, no sandals, use sensible closed in shoes and personal hygiene.	Where necessary use the employee handbook for reference. Where necessary take note of any contract conditions.	
Identification Badge - issued, where necessary Client type badge issued.	Employee must be issued with either a Company or Client issued identification badge. In some instances it could be both.	
Local management structure	Discuss line management structure relating to the contract site.	
Code of Conduct attitude towards others - confidentiality.	General discussion on acceptable behaviour and manners, with respect to other employees, Client staff and general public.	
Smoking policy - alcohol and drugs.	Discuss in relation to employee handbook and Client policy.	
Security of the building, fire and evacuation procedures.	Discuss security, fire and evacuation procedures for safety. Show ALL staff escape routes.	
Scrubber Driers	They understand machine use, safety, cleaning and maintenance.	
Buffers & High Speed Buffers	They understand machine use, safety, cleaning and maintenance.	
Care & storage of equipment & machines.	Machines & Equipment stored clean and in tidy manner, Good house keeping within the storage area of materials, products and machines.	
<b>PPE</b>	<b>Requirements</b>	<b>Tick</b>
Personal Protective Equipment & Uniform	Ensure the employee is aware of the purpose of PPE and that it is to be used during the task carried out.	
<b>Accidents and near misses</b>	<b>Requirements</b>	<b>Tick</b>
Company accident reporting form and reporting procedure of accidents/incidents.	Ensure the employee is aware of the location of the accident reporting form & how any accident or near miss must be recorded.	
<b>Wet floor and toilet signs</b>	<b>Requirements</b>	<b>Tick</b>
Use of caution/warning signs to Health & Safety requirements.	The use of safety signs to warn others of hazards or of a task being carried out or not completed.	
<b>Chemicals</b>	<b>Requirements</b>	<b>Tick</b>
Chemical competency.	The safe use of chemicals	
Chemical dilution and hazards.	The method and process of diluting chemicals.	

Chemical storage facilities.	Method of storing chemicals and tidy manner.	
Health & Safety i.e. lighting, shelving facilities.	They are made aware of hazards that can occur in storage areas.	
<b>Product Data Sheets &amp; COSHH Assessments</b>	<b>Requirements</b>	<b>Tick</b>
Control of Substances Hazardous to Health COSHH	They understand the Company COSHH assessments and the importance of the detailed information and where they are located.	
<b>Colour Coding</b>	<b>Requirements</b>	<b>Tick</b>
Company Policy - Mops, Buckets, Cloths	Ensure staff understand the colour coding system	
<b>Electricity cables and DNU labels</b>	<b>Requirements</b>	<b>Tick</b>
Electricity and cables	Ensure they understand the need and method for checking cables, PAT, and labels attached. The cleaning of the machines after use.	
Danger do not use labeling.	Understand when these labels are fitted machines must not be used.	
Care & storage of equipment & machines.	Machines stored clean and in tidy manner. Abuse of machines is not acceptable.	
<b>Method statements &amp; Risk Assessments</b>	<b>Requirements</b>	<b>Tick</b>
Method Statements & Risk Assessments.	They understand the details on the risk assessments for the tasks they are to perform.	
Check induction with new employee and ask questions.	Check they understand and listen to questions.	



# Contract of Employment



Between:		Hereafter called the Employee
And:	<b>Cleanright Ltd</b>	Hereafter called the Company
Contract issue date:		
Contract effective date:		

<b>JOB TITLE:</b>	
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The employee will be expected to undertake additional duties and tasks, outside their normal duties, routines or working hours, as required by their position. The Company expects that you undertake all reasonable instructions in this respect. The Company reserves the right to change or restructure the 'Area' giving adequate notice to the employee.

<b>SALARY:</b>		£     per hour
<b>OTHER RATES OF PAY:</b>		£ 1.25 above "Salary" rate
<b>REASON FOR INCREASE:</b>	<b>On bank Holidays where employee is required to work</b>	

During their employment by the Company, the employee shall receive as remuneration a salary as stated above per hour, this will be paid at monthly intervals on the 10<sup>th</sup> day of each month for the work carried out in the previous calendar month. See statement of terms & conditions for further information.

### ANNUAL LEAVE ENTITLEMENT:

4 WEEKS PAID ANNUAL LEAVE PER ANNUM + 8 BANK HOLIDAYS.

The companies leave year runs from 1st April to 31st March

See statement of terms and conditions for further information.

<b>PLACE OF EMPLOYMENT:</b>	
<b>CONTRACT:</b>	

The employee will be based at the stated site above. However you shall, if required to do so, work permanently or temporarily at any one of the Company's locations as required. See statement of terms and conditions for further information.

Day	AM	Janitor	PM
Monday	To	To	To
Tuesday	To	To	To
Wednesday	To	To	To
Thursday	To	To	To
Friday	To	To	To
Saturday	To	To	To
Sunday	To	To	To

- Additionally the company have the right to request additional hours as necessary to complete the role.



# Contract of Employment (page 2)



## PROBATIONARY PERIOD:

Your appointment is subject to a 6 month probationary period, and receipt of satisfactory references. It is the final decision of the Company to determine if such references meet with our requirements. During the probationary period the company disciplinary policy is not applicable.

## RESTRICTIVE COVENANTS:

See statement of terms and conditions

## DISCIPLINARY & GRIEVANCE PROCEDURES:

See statement of terms and conditions and Company Disciplinary / Grievance Policies.

## PERIOD OF NOTICE FOR TERMINATION OF EMPLOYMENT:

During the first six months' probationary period the notice period is one week. After successful completion of the probationary period the notice period will automatically increase to the statutory minimum for both parties. See Statement of terms and conditions for further information.

### Disability

Do you consider yourself to have a disability? YES/NO

If yes, please give details.

How can we assist with any special needs to enable you to carry out your duties?

### Sign and date the declarations and authorisation below:

*I declare that the information given by me, to the best of my knowledge, is true and complete.*

*I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.*

*In accordance with the Data Protection Act 1998, I hereby authorise Cleanright, to process the information contained in this application form for recruitment and selection purposes.*

<b>Name (Block capitals)</b>	
<b>Date</b>	
<b>Signed</b>	

