

WASHCO

LEADERS IN LAUNDRY

Application Form

CONFIDENTIAL

The Company and its subsidiaries are committed to the development of positive policies to promote equal opportunities in employment regardless of age, sex, marital or civil partnership status, race, ethnic origin, disability, belief, age, sexual orientation or gender reassignment.

YOUR DETAILS

TITLE:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Mis	<input type="checkbox"/> Other Please Specify	<input type="text"/>
SURNAME	<input type="text"/>					
FIRST NAME	<input type="text"/>			MOTHERS MAIDEN NAME	<input type="text"/>	
ADDRESS	<input type="text"/>					
	<input type="text"/>			POSTCODE	<input type="text"/>	
PHONE NUMBER	<input type="text"/>			ALTERNATE NUMBER	<input type="text"/>	
EMAIL ADDRESS	<input type="text"/>			DATE OF BIRTH	<input type="text"/>	<input type="text"/>
TOWN OF BIRTH	<input type="text"/>			DO YOU REQUIRE A WORK PERMIT FOR THIS COUNTRY	Yes / No	
	(AS SHOWN ON BIRTH CERTIFICATE OR PASSPORT)					
NATIONAL INSURANCE NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					GENDER	Male / Female
ETHNICITY	<input type="checkbox"/> White	<input type="checkbox"/> Black-Caribbean	<input type="checkbox"/> Black-African	<input type="checkbox"/> Black-other	<input type="checkbox"/> Indian	
	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other	Please Specify <input type="text"/>		

EMERGENCY CONTACTS

Please provide two next of kin in case of an emergency.

NAME	<input type="text"/>	RELATIONSHIP	<input type="text"/>
ADDRESS	<input type="text"/>		
	<input type="text"/>	POSTCODE	<input type="text"/>
CONTACT NUMBER	<input type="text"/>	ALTERNATE NUMBER	<input type="text"/>
NAME	<input type="text"/>	RELATIONSHIP	<input type="text"/>
ADDRESS	<input type="text"/>		
	<input type="text"/>	POSTCODE	<input type="text"/>
CONTACT NUMBER	<input type="text"/>	ALTERNATE NUMBER	<input type="text"/>

FOR OFFICE USE ONLY

 ACK APPH1 APPR APPH2 INTO CRB INTR INT INTJO REF 1 REF 2

JOB DETAILS

POSITION APPLIED FOR

LOCATION AND TYPES OF WORK PREFERRED

HOURS AVAILABLE (FROM - TO)	MORNING	AFTERNOON	EVENING	NIGHT
MONDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TUESDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WEDNESDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
THURSDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FRIDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SATURDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUNDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ARE YOU LOOKING FOR FULL TIME OR PART TIME WORK

HAVE YOU WORKED FOR THE COMPANY BEFORE? Yes / No

IF YES PLEASE GIVE DETAILS (DATES AND LOCATION)

HAVE YOU APPLIED TO THE COMPANY BEFORE? Yes / No

HOW DID YOU HEAR ABOUT THE JOB

IF INVITED FOR AN INTERVIEW WILL YOU REQUIRE ANY PARTICULAR ARRANGEMENTS? Yes / No

IF YES PLEASE GIVE DETAILS

REFERENCES

Please give details of two referees one of which must be your present employer / school / college. Personal references are not accepted.

NAME / COMPANY / JOB TITLE

ADDRESS

POSTCODE EMAIL ADDRESS

CONTACT NUMBER ALTERNATE NUMBER

NAME / COMPANY / JOB TITLE

ADDRESS

POSTCODE EMAIL ADDRESS

CONTACT NUMBER ALTERNATE NUMBER

No reference will be taken up with your present employer prior to your acceptance of an offer of employment with the company (we reserve the right to apply for references to any previous employer).

PAST EMPLOYMENT

Please record your employment details, starting with your present or most recent employer.
Please ensure that any previous employment with Hughes Group is stated.

EMPLOYERS FULL NAME AND FULL ADDRESS

POSTCODE

DATES FROM - TO (MM/ YY)

SALARY/WAGES

POSITION HELD AND DUTIES

REASONS FOR LEAVING

Job 1

EMPLOYERS FULL NAME AND FULL ADDRESS

POSTCODE

DATES FROM - TO (MM/ YY)

SALARY/WAGES

POSITION HELD AND DUTIES

REASONS FOR LEAVING

Job 2

EMPLOYERS FULL NAME AND FULL ADDRESS

POSTCODE

DATES FROM - TO (MM/ YY)

SALARY/WAGES

POSITION HELD AND DUTIES

REASONS FOR LEAVING

Job 3

PLEASE CONTINUE ANY PAST EMPLOYMENT DETAILS ON A SEPARATE SHEET OF A4 PAPER.

PLEASE ACCOUNT FOR ANY INTERVALS OF NON - EMPLOYMENT

DATE AVAILABLE FOR EMPLOYMENT

PERIOD OF NOTICE REQUIRED AT PRESENT JOB

WILL WE BE YOUR ONLY EMPLOYER? Yes / No

PLEASE GIVE DETAILS OF ANY HOLIDAYS BOOKED

CRIMINAL RECORD BASIC DISCLOSURE CHECK (SEE ATTACHED COMPANY POLICY)

Please give details of any Criminal Convictions or County Court Judgements (please note that this does not relate to any conviction or finding which is treated as spent by virtue of the Rehabilitation of Offenders Act 1974). If none state 'None'. **DO NOT leave blank.**

PLEASE PROVIDE A FIVE YEAR ADDRESS HISTORY INCLUDING THE MONTH AND YEAR FOR EACH ADDRESS.

CURRENT ADDRESS

TOWN COUNTY POSTCODE

FROM MONTH YEAR

TO MONTH YEAR

PREVIOUS ADDRESS

TOWN COUNTY POSTCODE

FROM MONTH YEAR

TO MONTH YEAR

PREVIOUS ADDRESS

TOWN COUNTY POSTCODE

FROM MONTH YEAR

TO MONTH YEAR

PREVIOUS ADDRESS

TOWN COUNTY POSTCODE

FROM MONTH YEAR

TO MONTH YEAR

PLEASE CONTINUE ON A SEPARATE SHEET OF A4 PAPER IF NECESSARY.

HAS YOUR NATIONALITY CHANGED SINCE BIRTH? Yes / No Details & Date

HAS YOUR SURNAME CHANGED SINCE BIRTH? Yes / No Details & Date

HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAME? Yes / No Details & Date

**DOCUMENTS TO PROVIDE - VALID IN DATE PASSPORT OR FULL BIRTH CERTIFICATE.
PLUS PROOF OF CURRENT ADDRESS (DATED WITHIN THE LAST 3 MONTHS).**

I understand it is my responsibility to ensure that I complete this form accurately and with care. I certify that the information given on this form is correct and understand that any false, incorrect or misleading statement renders me liable to summary dismissal if employed or refusal to employ me if pre-employment. I also undertake to provide the company with information as specified on this form or as otherwise required and that this requirement forms part of the contract of employment.

I agree to the company applying for an Enhanced Disclosure if it is deemed necessary for me to have to carry out my job role.

I undertake to supply the necessary information to complete this application.

I give my permission for the company to contact DVLA to check my driving licence details if required.

I also give permission for the company to apply for employment references from any of my previous employers and from my current employer.

SIGNATURE DATE

CRIMINAL RECORDS CHECKS POLICY

1. INTRODUCTION

The Company has a duty to ensure the suitability of all staff we employ in relation to the personal safety of colleagues and customers as well as stock, cash and credit/finance security. It is vital to ensure high standards of trust and integrity given that we are a people business, interacting as ambassadors to the public sometimes in their homes and handling their sensitive credit and financial information. Most of our jobs include stock handling and record keeping duties. We are responsible to our shareholders and customers for safeguarding their assets. In addition we have a legal obligation to ensure that any employee who drives on Company business is legally competent and has an appropriate record and attitude. As part of assessing new Employee suitability we carry out basic criminal record disclosures through an umbrella body authorised by the Government. (These do not look at spent convictions as set out in the Rehabilitation of Offenders Act.)

All recruiting Managers must ensure at Final Interview stage that job applicants are asked to supply the required information and make the necessary declaration for the HR Department to process. The application form needs to be fully completed and signed and dated in order for us to apply for a basic disclosure. This application form should be completed before any job is offered. Identify documents etc will also need to be provided once the job offer has been accepted so we can make the application for the basic disclosure.

Furthermore, the Company reserves the contractual right to carry out a Basic Disclosure check on existing staff where circumstances necessitate.

2. BASIC DISCLOSURE CHECK

A basic disclosure is the lowest level of disclosure and only contains details of 'unspent' (current) convictions. Cautions, reprimands and unconditional warnings are deemed to be spent. Due to the nature of the Trade / Commercial departments it may be a requirement for an enhanced check to be carried out for specific staff.

3. COMPLIANCE WITH THE CRB CODE OF PRACTICE

The Company ensures compliance with this code which may be viewed on www.disclosure.gov.uk.

4. REHABILITATION

The Rehabilitation of Offenders Act 1974 provides for anyone who has been convicted of a criminal offence and has been sentenced to less than two-and-a-half years in prison, to be regarded as rehabilitated after a specified period of time where no further convictions have been committed. A rehabilitation period may vary from six months to ten years from the date of conviction. During this period the conviction is regarded as 'unspent' (current) and an individual is required to disclose this information to any prospective employer, or their current employer if the offence takes place during their term of employment.

Once this period of rehabilitation has passed, the conviction is regarded as 'spent' (old). In normal circumstances the convicted person does not have to reveal any 'spent' convictions to a prospective employer when applying for a job. (However, in order to protect vulnerable groups, some professions and roles within the health and social care sectors are exempt from this approach under the Exceptions Order- not usually applicable to Hughes Group Employees).

5. DATA PROTECTION ACT 1998

The company complies with this in relation to the correct handling, use, storage, retention and disposal of Disclosures information. Disclosure information is only passed to those who are authorised to receive it in the course of their duties.

6. FAILURE TO DISCLOSE UNSPENT PAST CONVICTIONS

The failure to disclose such convictions could, be seen as a deliberate attempt to gain employment by deception, and as such would normally result in the withdrawal of any offer of employment (or termination of employment after disciplinary procedures if already commenced). Furthermore any undue delay on the part of an applicant, or current employee (where requested) in supplying information required to undertake a Basic check will be treated as a failure to disclose.

7. WHAT IF A CRIMINAL RECORD IS REVEALED ON A DISCLOSURE?

If a job applicant has past convictions and discloses them consideration will be given to the nature of the offence stated and its relevance to the post applied for. However, if disclosure indicates fraud, theft, dishonesty, harassment / stalking, drugs, violence, firearms or weapon-related convictions then normally employment will not be offered or terminated if already commenced. Furthermore, an unsatisfactory driving record can lead to an applicant who has to drive as part of their job being refused employment (or if a current employee then being subject to disciplinary procedures). The decision maker in situations of failure to disclose and or where a criminal record is indicated is deemed to be the HR Director or his nominee in individual cases.

OFFICE USE ONLY - INTERVIEW CHECKLIST (Please use capitals throughout)

Interview Time _____ Interview Date _____

Application Form Interviewers Comments (MUST BE COMPLETED)

Completed in full and signed	_____	Care of dependants	_____
Approximate travelling distance	_____	Travelling arrangements	_____
Past employment / dates / lapses	_____	Education / Secondary / Further	_____
Civil or Criminal Convictions	_____		

Suitability

Relevant experience	_____	Appearance	_____
Personality	_____	Social interests	_____
Reason for applying / expectations	_____	Flexibility / Teamwork	_____

Give full details of: (tick boxes)

- | | | |
|---|---|---|
| <input type="checkbox"/> Description of job | <input type="checkbox"/> Probation Period/Hours of Work | <input type="checkbox"/> Appraisal |
| <input type="checkbox"/> Wages rate inc. Bonus / Comm | <input type="checkbox"/> References | <input type="checkbox"/> Method of Payment |
| <input type="checkbox"/> Health and Safety Policy | <input type="checkbox"/> Holiday Scheme, if eligible | <input type="checkbox"/> Training / Equal Opportunities |
| <input type="checkbox"/> Obtain uniform size | <input type="checkbox"/> Sickness Scheme, if eligible | <input type="checkbox"/> Required dress / appearance |
| <input type="checkbox"/> Pension, if eligible | <input type="checkbox"/> Introduction Training on and off the job | <input type="checkbox"/> Staff Discount |

General Comments _____

Recommended action

- | | | |
|---------------------------------|--|--|
| <input type="checkbox"/> Reject | <input type="checkbox"/> Reject but hold on file | <input type="checkbox"/> Senior Manager must offer job. Complete new starter form and send to HR before employment commences |
|---------------------------------|--|--|

Interviewed by: Name _____ Signature _____

- Documents to be provided on the first day of employment -
1. Full birth certificate showing both parents OR valid in date passport.
 2. Proof of NI.
 3. Proof of bank account wages will be paid into.
 4. Proof of address dated within the last three months.
 5. P45 if applicable OR new starter statement.