**Tosnade Cleaning Services** 

***We Care for your need***

**APPLICATION PACK**

**PERSONAL INFORMATION**

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| **PLEASE USE CAPITAL LETTERS AND COMPLETE ALL SECTIONS IN BLACK INK** | | | | | | | | |
| DATE: POSITION APPLIED FOR: | | | | | | | | |
| TITLE: FIRST NAME: MIDDLE NAME: | | | | | | | | |
| SURNAME NAME: PREVIOUS NAME: | | | | | | | | |
| MARITAL STATUS: DATE OF BIRTH: | | | | | | | | |
| HEIGHT: WEIGHT: RELIGION: | | | | | | | | |
| ADDRESS: | | | | | | | | |
| POSTCODE: | | | | | | | | |
| TOWN: COUNTY: | | | | | | | | |
| HOME TELEPHONE: MOBILE: | | | | | | | | |
| E. MAIL: | | | | | | | | |
| UK NATIONAL INSURANCE NUMBER: | | | | | | | | |
|  | | | | | | | | |
| WHAT IS THE BEST TIME TO CONTACT YOU? | | | | | | | | |
| NAME OF NEXT OF KIN: RELATIONSHIP: | | | | | | | | |
| CONTACT NUMBER OF NEXT OF KIN: | | | | | | | | |
| DO YOU WISH TO RECEIVE TEXT MESSAGES? YES ( ) NO ( ) | | | | | | | | |
| WHICH IS YOUR PREFFERED CONTACT NUMBER: | | | | | | | | |
| ARE YOU A U.K, EUROPEAN COMMUNITY, OR EUROPEAN ECONOMIC AREA NATIONAL? | | | | | | | | |
| **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**  (All qualifications disclosed will be subject to a satisfactory check). Please also include subjects currently being studied. | | | | | | | | |
| QUALIFICATION/  COURSE/ TRAINING | NAME & ADDRESS OF COLLEGE/UNIVERSITY | | | | FROM- TO | | SCORE/GRADE/AWARD | |
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| **EMPLOYMENT HISTORY.**  Please record below the details of your **full employment history** beginning with your current or most recent employer. Please supply information covering the full employment history. | | | | | | | | |
| Name and Address of Employer and Nature of Business: | | | Dates from and until employed (month and year) | | | Job Title:  job Functions/Responsibilities: | | Reason for Leaving |
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| **EMPLOYMENT GAPS**  If you have any employment gaps within your employment history, please state the reason for the gaps below. | | | | | | | | |
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| **REFEREES** Please provide the full names and full contact details of the people who have agreed to supply references. Referees must be able to comment on your competence, personal qualities and suitability for the post. This may be your line manager. Referees must **not** be related to you. Can these referees be approached prior to interview? **YES ( ) NO ( )** | | | | | | | | |

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| NAME OF REFEREE: POSITION OF REFEREE:    (must be your current or last employer) |
| COMPANY ADDRESS: |
|  |
| POSTCODE TEL: |
| COMPANY EMAIL: |

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| --- |
| NAME OF REFEREE 2: POSITION OF REFEREE: |
| ADDRESS: |
|  |
|  |
| POSTCODE : TEL: |
| COMPANY EMAIL: |

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| **TRANSPORT**  Do you have your own Transport? Yes ( ) or No ( )  Do you have a clean driving licence? Yes ( ) or No ( )  Do you rely on public transport? |
| **DECLARATION OF RIGHT TO WORK IN THE UK**  You must have eligibility to work in the UK.  Are you able to provide the following documents: Yes( ) or No( )  Current Valid passport: Yes ( ) or No ( )  Work permit or EEA passport: Yes or No( )  LANGUAGES SPOKEN: |
| **CONFIDENTIALITY POLICY**: -  All the information regarding **TOSNADE** **ltd** and their clients, information data chart, company policy, and documentations created by the business conducted by the company, must be treated in the strictest confidence and any breach of this agreement may result in instant dismissal, legal action or other disciplinary action.  **SIGNATURE: …………………………………………………………………..** |
| Are you currently subject of any investigation including safeguarding or regulatory bodies in the UK or any in other country?  Yes ( ) or No ( ) if yes please give details below: |

**EQUAL OPPORTUNITIES**

**Tosnade Ltd** Wholeheartedly supports the principle of equal opportunities in employment and service provision. To help us monitor our equal opportunities policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure; it is used only for the monitoring purpose. This sheet will be separated from your application form before short-listing.

Post Applied: …………………………………………………………………………………………

Please tick the appropriate box

Sex: Male ( ) Female ( )

Marital status:

What best describes your ethnic group?

( ) Black African ( ) Black Caribbean Other Black (Please Describe).......................................................

( ) Chinese ( ) Japans Other Ethnic (Please Describe).......................................................

( ) White ( ) Irish Other White (Please Describe).......................................................

( ) Indian ( ) Pakistan Other Asian (Please Describe)........................................................

( ) Bangladeshi ( ) Afghani Other Arabian (Please Describe).....................................................

( ) Polish ( ) Slovakia Other European (Please Describe)..................................................

Any Other Mixed Background (Please Describe) .....................................................................................................

Religious belief: ……………………………………………………………………………………………..

Relationship: if you are related to the director or employee of an appointing organisation, please state the relationship:……………………………………………………………………………………………….

**EMPLOYEE BANK DETAILS**

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| --- |
| **Full name of Employee:** |
| **Name of Bank:** |
| **Bank Sort Code (Must be 6 digits only)** |
| **Account Number (Must be 7 or 8 digits only)** |
| **Building Society Reference (If applicable)** |
| **Name of Account as on account:** |
| **E-mail address:** |

**I have completed the above details and confirm them to be correct and complete. I hereby understand that**

**any incorrect or incomplete details can result in a delay of my payment.**

**Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONSENT FORM**

Name.....................................................................................................................

Position..................................................................................................................

1. I hereby do give / do not give (please delete)

my consent to Tosnade Ltd services to forward my personal information profile which includes (my name, photo, training dates, information about DBS and passport to the client(s) as and when required.

2. I hereby do give / do not give (please delete)

give my consent for my personal details such as, National Insurance number, home address, full name and date of birth, to be sent to our company accountant and pension providers.

Signed...................................................................

Date......................................................................

**FORM FOR REQUESTING INFORMATION ABOUT (FILTERED) CRIMINAL CONVICTIONS**

**Filtering rules: As of 29 May 2013 you are no longer required to disclose information about any ‘filtered’ offences. You are not required to disclose on any part of this form any convictions or cautions that have been ‘filtered’.** Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

Subject to the filtering rules failure to declare a conviction that you must to disclose may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.

**Section 1:**

Name: ………………………………………………………………………..

**Do you have any unspent\* criminal convictions?**

**Yes / No** (delete as applicable)

If yes, please list your criminal convictions and their dates below **subject to the** **filtering rules** (see above). The information you give will be treated in confidence and only taken into account where, in the reasonable opinion of FIRSTCALL HEALTHCARE SERVICES LTD the offence is relevant to the post for which you are applying.

\*A conviction will become spent after a ‘rehabilitation period’.

……………………………………………………………

**……………………………………………………………**

**Section 2:**

As an exception to the Rehabilitation of Offenders Act 1974, for certain roles and professions you are required to disclose all **spent and unspent** convictions. The attached *DBS checks:* If this is relevant to work that you are seeking please list all criminal convictions (spent and unspent) and their dates below, subject to thefiltering rules.

**If this section does not apply to you please write ‘not applicable’**

………………………………………………………………………………………………………

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………………………………………………………………………………………………………

**Signed:** ……………………………………………………

**Date:** …………………………………………………………

**Opt-Out of 48 Hour Working Week Agreement (Employee)**

*For use with Contract of Employment*

1. **DEFINITIONS**
   1. In this Agreement the following definitions apply:-

“Employer” Tosnade Ltd of *18 Carl Street, Walsall. WS2 7BE*

“Employee” means *[ ]*

“Working Week” means an average of 48 hours each week calculated over a 17 week reference period.

* 1. References to the singular include the plural and references to the masculine include the feminine and vice versa.
  2. The headings contained in this Agreement are for convenience only and do not affect their interpretation.

1. **RESTRICTION**
   1. The Working Time Regulations 1998 provide that the Employee shall not workin excess of the Working Week unless he agrees in writing that this limit should not apply.
2. **CONSENT**
   1. The Employee hereby agrees that the Working Week limit shall not apply.
3. **WITHDRAWAL OF CONSENT**
   1. The Employee may end this Agreement by giving *[specify period]* notice in writing.
   2. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as notice of termination by the Employee.
   3. Upon the expiry of the notice period set out in clause 4.1 the Working Week limit shall apply with immediate effect.
4. **THE LAW**
   1. These Terms are governed by the law of [\*England & Wales/Scotland/Northern Ireland] (\*delete as applicable) and are subject to the exclusive jurisdiction of the Courts of [\*England & Wales/Scotland/Northern Ireland] (\*delete as applicable).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signed by the Employee*

Name---------------------------------------------------

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOSNADE LTD**

**Health Assessment Questionnaire for Night Workers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| First name: |  | | Mr / Mrs / Miss / Ms Other: | | | | |
| Surname: |  | | Date of Birth: | |  | Age: |  |
| Job title: |  | Supervisor: | |  | | | |
| Home tel: |  | Mobile: | |  | | | |
| Email: |  |  | |  | | | |

Please specify your weekly hours of work / shift pattern

The following medical conditions could possibly affect your health and ability to safely carry out night work, or could be made worse by night work.

|  |  |  |
| --- | --- | --- |
| **Do you suffer from any of these conditions?** | **Yes** | **No** |
| a) Diabetes? |  |  |
| b) Heart or circulatory problems? |  |  |
| c) Stomach or intestinal problems, such as ulcers? |  |  |
| d) Any medical condition which causes difficulty sleeping? |  |  |
| e) Chronic chest disorders where night time symptoms may be particularly troublesome? |  |  |
| f) Any medical condition requiring medication on a strict timetable? |  |  |
| g) Any medical condition where the timing of meals is particularly important? |  |  |
| h) Any mental health problems which may be affected by night work? |  |  |
| i) Any other medical condition which may affect your ability to work safely at night? |  |  |
| j) Are you a new or expectant mother? (optional question) |  |  |
| k) If you have worked at night before, did this cause any ill health? |  |  |

If ‘*yes’* to any of the above, please give details i.e., when condition developed, is this new, how severe, its effect on you, how well controlled and treatment so far.

|  |
| --- |
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Do you believe that any of these are made worse by night work? Yes No If *‘yes’*, please give details:

|  |
| --- |
|  |
|  |
| Would you like to discuss these with an Occupational Health Adviser? Yes No |

**Declaration**

I certify that all the answers given above are true to the best of my knowledge and belief. I understand that no medical details will be divulged without my permission to any person outside Occupational Health, but an opinion about my fitness for night work will be issued to management.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |

Manager signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Staff:**

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| **Supporting identification Documents (**If you called for interview, please provide our office Manager with proof of I.D.) All documentations will be photocopied or scanned and returned to the applicant.  **Birth Certificate**  **Passport /Biometric card /other documents-**  **Driving Licence**  **N.I. Number**  **Recent Photograph**  **Utility Bill** |
| **Evidence of qualifications** (If you called for interview, please provide our Register Manager with proof ofqualifications) All documentations will be photocopied and returned to applicant.  **Certificates**  **Diploma/Degree**  **Training course certificates**  **Checked by:**  **Sign:**  **Date:** |