**Job Application Form**

**Cleaner**

**Westborough URC**

**Please return this form to Jane Seals in the church office as soon as possible**

|  |  |
| --- | --- |
| Name: | Contact Telephone Numbers: |
| Address: | Home:  Mobile: |
| Date of Birth: |  |
| Email: | |

|  |
| --- |
| **Do you have the right to legally work and live in the UK?** Yes/No\*  NB: Please note, you should bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations to interview for verification purposes.  \*Please indicate |
| **Rehabilitation of Offenders Act 1974**  Do you have any convictions which are not ‘spent’ within the meaning of the Act?  If so, please give details. |

|  |  |
| --- | --- |
| Please give the details of two people who can be contacted by way of Reference – it would be good if one of your Referees could comment on any work experience you indicate below: | |
| Referee 1 –  Name: | |
| Address: | Phone Number(s):  Email: |
| Referee 2 –  Name: |  |
| Address: | Phone Number(s):  Email: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education and Qualifications** | | | |
| Please list all qualifications achieved, e.g. Degree/Higher Education, Professional Qualifications, A Levels, GCSEs. List most recent first and give all results known whatever the outcome. | | | |
| From – To  Month/Year | Name of School/College | Examinations Taken | Results Awarded |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment and Work Experiences** | | | |
| Please describe briefly any work (whether paid or unpaid) which you have undertaken. Note what you have achieved and highlight (\*) the two most relevant. Please list the most recent first | | | |
| From – To  Month/Year | Employer/Organisation | Job Title / Responsibilities | Achievements |
|  |  |  |  |
| **Personal Interests/Achievements** | | | |
| Use the space below to describe any part-time activities or interests. Include organising, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest. | | | |
|  | | | |

|  |
| --- |
| **Supporting Statements** |
| Explain what has led you to explore the possibility of working with Westborough URC in the role described in the Job Description. Emphasise why you consider yourself suited to the role. |
|  |