

### Application for employment

**Please complete this document in your own handwriting by printing clearly in black ink.**

Surname	
Title	

Forenames	
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Address	
Postcode	

Home ☎	
Mobile ☎	
E-mail	

Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

Do you have a full current driving licence?	YES/NO
Is it free of endorsements?	YES/NO (If NO, give details):
Do you have your own transport?	YES/NO (If YES, give details):

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO
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#### Employment

Position applied for	
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Are you looking for full-time or part-time work?	
If your application is for part time employment, please state days/hours preferred.	

If offered this position, will you continue to work in any other capacity?	YES/NO (If yes, please give details)
On what date would you be available to commence this employment?	

**Educational / Training qualifications**

Please list examinations taken and grades achieved:

**Employment history**

Present/last Employer:		Date of employment from:	
Address:			
Type of business:		Position held:	
Describe the work undertaken:			
Reason for leaving:			

Employer:		Date of employment from:		To:	
Address:					
Type of business:		Position held:			
Describe the work undertaken:					
Reason for leaving:					

## References

Please give details of two referees (one of whom should be your present/last employer and not relatives). Contact will only be made with your authority. References will be taken up prior to any offer of employment.

<b>Name</b>		<b>Name</b>	
<b>Occupation</b>		<b>Occupation</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel. No</b>		<b>Tel. No</b>	
<b>E-Mail</b>		<b>E-Mail</b>	

If your application is successful, you may be asked to consent to The Gleam Team verifying the information you have given in this form.

### 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 The GleamTeam to process the information contained in this application form for recruitment and selection purposes. This application will be held on file for 12 months.*

Name (block capitals)	
Date	
Signed	

The Gleam Team Cleaning Services Ltd t/a The Gleam Team  
Unit 1 Beta Centre, 262 Ringwood Road, Poole, Dorset. BH14 0RS

Tel/Fax: 01202 747400

E-mail: [info@thegleamteam.co.uk](mailto:info@thegleamteam.co.uk)

Website: [www.thegleamteam.co.uk](http://www.thegleamteam.co.uk)

Company No. 5291869 Registered in England & Wales



**The Gleam Team Cleaning Services Ltd.**  
**Trading as The Gleam Team**

**Job Description.**

Job Title	Cleaning Operative
Overview	To maintain the cleanliness of the buildings in which they work by performing various cleaning duties as detailed on Cleaning Schedules at each Site.
Reports To	Contracts Manager/Supervisor

Essential Job Functions	To clean all contracts to a high standard following training given by The Gleam Team.
	To clean customer's premises in accordance with the Cleaning Schedule for the agreed time, signing in and out using the Communication Book. If more time is required, contact the Gleam Team to obtain agreement for the extra time needed. Cleaning Schedules to be completed accurately at the end of each shift.
	<b>Must</b> comply with the Gleam Team Health and Safety /Training Policy and Procedures (Copy kept in the Site Information Book with cleaning equipment at each site).
	To wear the Gleam Team Uniform and any protective clothing/equipment given for each job.
	To use only cleaning products supplied by The Gleam Team, following training and product dilution and usage guides.
	To keep all cleaning equipment and supplies clean and tidy.
	Order cleaning chemicals and equipment with Time Sheet submission.
	Complete and submit time sheets and other paperwork issued in a neat, accurate and timely manner.
	To represent the Gleam Team in a professional manner, be tidy in appearance and be polite and courteous to all customers and staff.

Required Skills/Abilities	Ability to speak and understand English clearly
	Ability to complete forms legibly and on time

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of The Gleam Team.