

Done-Well Cleaning Limited

Employee / Worker Application Form — Zero-Hours / Casual Cleaning Position

Private and Confidential. Please complete this form in full; it will be used for recruitment and selection purposes.

This application form is not an employment contract and does not guarantee that work will be offered. If you are appointed, Done-Well Cleaning Limited will provide the required written statement of employment particulars before or on your first day of work.

1. Position Applied For

Position:

Cleaning Operative

Domestic Cleaner

Commercial Cleaner

Deep Cleaning Operative

Office Cleaner

Other

If Other, please specify:

Type of work preferred:

Domestic cleaning

Office/commercial cleaning

End-of-tenancy cleaning

Deep cleaning

Communal areas

Other

If Other, please specify:

Preferred area(s) of work:

2. Personal Details

Full legal name:

Preferred name:

Current address:

Postcode:

Telephone:

Email:

National Insurance Number:

This may be requested as part of the pre-employment/payroll process. It does not need to be provided at the initial application stage if the company does not require it at that point.

3. Right to Work in the UK

Do you currently have the right to work in the UK?

Yes No Unsure

If applicable — type of immigration/right-to-work status:**Share code:****Expiry date, if applicable:***Done-Well Cleaning Limited will complete the appropriate right-to-work check before employment begins.*

4. Zero-Hours / Casual Work

Done-Well Cleaning Limited may engage successful applicants on a zero-hours/casual basis, depending on the role and agreed employment status. Under a genuine zero-hours arrangement:

- there is no guaranteed minimum number of hours;
- work may be offered according to the company's business requirements;
- the worker is not required to accept work offered;
- working hours may vary from week to week; and
- the worker may generally work for other employers. An exclusivity clause cannot lawfully be imposed on a zero-hours worker.

Availability

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

How many hours would you ideally like to work each week?**Are you available for short-notice work?**

Yes No Sometimes

If sometimes, please explain:

5. Employment History

Please give details of your most recent employment and relevant experience.

Employer 1

Company:

Position:

From:

To:

Reason for leaving:

Main duties:

Employer 2

Company:

Position:

From:

To:

Reason for leaving:

Main duties:

Employer 3

Company:

Position:

From:

To:

Reason for leaving:

Main duties:

6. Cleaning Experience

How many years' cleaning experience do you have?

None Less than 1 year 1–2 years 3–5 years More than 5 years

Please tick areas in which you have experience:

Domestic cleaning Commercial cleaning Office cleaning Hotel cleaning

End-of-tenancy cleaning Deep cleaning Communal-area cleaning Carpet cleaning

Floor cleaning/polishing Window cleaning Cleaning chemicals COSHH procedures

Infection-control cleaning Manual handling Use of cleaning machinery/equipment

Other relevant experience:

7. Qualifications and Training

Please list any relevant qualifications or training.

Qualification / Training	Provider	Date

Examples include: COSHH, Health & Safety, Manual Handling, Infection Control, First Aid, Safeguarding, Cleaning equipment, Other relevant training.

8. DBS / Criminal Record Check

Done-Well Cleaning Limited may require a criminal record check as part of its recruitment process where this is lawful and appropriate for the position. The level of DBS check will depend on the duties and legal eligibility of the particular role. Standard and Enhanced DBS checks cannot simply be requested for every job; the employer must establish that the role is legally eligible.

Have you ever been convicted of a criminal offence or received a caution, reprimand or warning that is required to be disclosed for the purposes of the applicable DBS process?

Yes No I am unsure

If yes, do not provide detailed information on this application form unless requested by Done-Well Cleaning Limited as part of the appropriate DBS process. You will be given the appropriate DBS documentation and instructions if a DBS check is required. You may be required to provide original identity documents or other information necessary to complete the check.

A criminal record will not automatically mean that an applicant cannot be employed. Any information disclosed will be considered lawfully and fairly, taking into account the nature and relevance of the information, the role and applicable legal requirements.

9. References

Please provide two referees.

Reference 1

Name:

Organisation:

Position:

Relationship to applicant:

Telephone:

Email:

Reference 2

Name:

Organisation:

Position:

Relationship to applicant:

Telephone:

Email:

May Done-Well Cleaning Limited contact your referees before making an offer?

Yes

No

If no, please explain:

A job offer may be made conditional upon satisfactory references and any required criminal-record checks.

10. Travel and Availability

How will you normally travel to work?

Car

Public transport

Bicycle

Walking

Other

If Other, please specify:

Do you have regular access to a vehicle?

Yes

No

Do you hold a current driving licence?

Yes

No

Not applicable

Are you willing to travel between different cleaning locations?

Yes

No

11. Reasonable Adjustments

Do you require any reasonable adjustment to enable you to participate in the recruitment process?

Yes No

If yes, please explain:

This section is intended to allow Done-Well Cleaning Limited to support applicants during recruitment. UK employers can ask about health/disability at recruitment for limited lawful purposes, including arranging reasonable adjustments or establishing whether an essential job requirement can be met.

12. Emergency Contact

Name:

Relationship:

Telephone:

Alternative telephone:

13. Applicant Declaration

I declare that the information contained in this application is true and complete to the best of my knowledge. I understand that:

- This application form does not constitute a contract of employment.
- Completion of this form does not guarantee employment or any minimum number of hours.
- If appointed, I will receive the appropriate written employment/worker particulars.
- Any appointment may be conditional upon satisfactory references, right-to-work verification and, where legally required, a satisfactory DBS/criminal-record check.
- I will provide accurate information and genuine documentation.
- Done-Well Cleaning Limited may verify information supplied by me as part of its recruitment process.
- The company may require me to complete relevant induction, health and safety and cleaning training.
- If engaged under a zero-hours arrangement, the arrangement does not guarantee a minimum number of working hours.
- I am not prevented from working for another employer under a zero-hours arrangement.
- Employment rights depend on my legal employment status and are not removed merely because the arrangement is described as "zero-hours".

Applicant name:

Date:

Signature (type your full name to sign):

FOR DONE-WELL CLEANING LIMITED USE ONLY

Office Use — Recruitment Record

Application received:**Interview date:****Interviewer:****Application outcome:**

Successful

Unsuccessful

Further consideration

Waiting list

Proposed position:**Employment status:**

Employee

Worker

To be confirmed

Proposed pay rate (£ per hour):**Proposed start date:****Pre-employment checks**

Check	Status	Date	Checked by

Rows above: Identity, Right to Work, References, DBS, Qualifications, Other checks.

DBS level required:

Basic

Standard

Enhanced

Enhanced + Barred List

None

DBS eligibility confirmed by:**Date:****Written statement/contract issued:**

Yes

No

Date issued:**Induction completed:**

Yes

No

Notes:

Authorised by:

Date:

Signature: