

Guidelines - Applying for Employment

If you would like to apply to Casna for employment please follow these three simple steps.

1. Complete **ALL** sections of this application form.
2. Attach 1 copy of the following documents with your application (tick these off the list as you attach them)

A passport size colour photo

A copy of your passport

If you are not a UK or EEA citizen, a valid visa/work permit issued by the UK Border Agency or Home Office

If you are here on a student visa, a letter from your college /university/school confirming that you are studying with them. Please also include your term dates.

National Insurance number card or letter

Proof of address

3. Post the completed form to: **Casna Group Cleaning Services Ltd,
7C Bayham Street, London, NW1 0EY**

Please note that applications delivered in person will not be accepted

Before you send your application to Casna please ensure you have been realistic about how many nights per week you are able to work as you will have a fixed rota.

If your application is successful you may be asked to attend a recruitment session at our head office. If you are invited to attend you will be asked to bring all your original documents. We will not be able to consider you for employment without them.

Application for Employment

(PLEASE USE BLOCK CAPITALS THROUGHOUT)

Where did you hear about this job?
(please tick box)

Job Centre

Casna Employee

Website

Other

	Name of Employee
	Please specify

AFFIX PHOTOGRAPH HERE

Section 1: Personal Details

Every box in this section **must** be completed

Prefix (Mr/Mrs/Miss/Ms)		First name (s)
Surname		
Address		
	Post Code:	
Contact Telephone		
Email Address		

Section 2: Employment History

Your Current Job

Current Employer's Name & address	
Your job title and description of duties	
Date started:	Are you still working for this employer?

Your Previous Jobs (please start with the most recent)

Employer's Name & address		
Your job title and description of duties		
Date started		Reason for leaving
Date finished		

Employer's Name & address		
Your job title and description of duties		
Date started		Reason for leaving
Date finished		

Section 3: Education & Training

Please give details of any secondary education, relevant training courses or other work related skills

School/College/ Training course	Dates attended	Qualifications/ Record of achievement

If you are undertaking any course of study at present please give details here:

School/College/ Training course	Dates attended	Qualifications/ Record of achievement

Section 4: Other Details

What is your nationality? _____

What is your National Insurance number? _____

Do you have the right to work in the UK and a current work permit?		No	Yes	Expiry Date:
Do you have a full UK driving licence?	No	Yes		
Do you have any current endorsements?	No	Yes		
Have you previously worked /applied for work with Casna?		No	Yes	
<i>If yes, please provide details in this box:</i>				

Do you have a disability? **Yes** **No**

If "yes", please give brief details of the effects of your disability on your day-to day activities and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act 1995:

Have you ever been convicted of a criminal offence? **Yes** **No**

If yes, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1975.

Do you have any other jobs? **Yes** **No**

If your application is successful, what date would you be available to start work? _____

What days/nights are you available to work?
(please circle as appropriate)

Monday	Day	Night
Tuesday	Day	Night
Wednesday	Day	Night
Thursday	Day	Night
Friday	Day	Night
Saturday	Day	Night
Sunday	Day	Night

References

Please give the details of two referees, stating how long they have known you (one referee should be your current or most recent employer and the other should **not** be a family member).

Name			
Address			
	Post Code		
Contact Telephone			
Email address			
Occupation		Length of time known (years)	

Name			
Address			
	Post Code		
Contact Telephone			
Email address			
Occupation		Length of time known (years)	

DATA PROTECTION

Information from this application may be processed for purposes registered by Casna Group under the Data Protection Act 1998. Individuals have, on written request (a fee may be charged) the right of access to personal data held about them.

I hereby give my consent to Casna Group to process and use the data supplied by me as part of my application for the purposes of recruitment and selection. In the event that my application is successful, I give my consent to the Company to use my data for employment purposes.

DECLARATION

I declare that the information given in my application is to the best of my knowledge complete and correct. I understand that I may be dismissed instantly should any of the information given by me prove to be false, incomplete or misleading.

Signed..... Name in Block Capitals.....

Date.....