

MTS Cleansing Services Limited  
 Stanley House,  
 Anthonys Way,  
 Medway City Estate,  
 Rochester,  
 Kent.  
 ME2 4NF

Tel: 01634 285843  
 Email: [careers@mtscleansing.co.uk](mailto:careers@mtscleansing.co.uk)

### APPLICATION FORM

All Information given, will be treated as strictly confidential. Details of our data protection policies can be obtained at [www.mtscleansing.co.uk/data-protection](http://www.mtscleansing.co.uk/data-protection) or by emailing [dataprotection@mtscleansing.co.uk](mailto:dataprotection@mtscleansing.co.uk)

Please complete all sections in block capitals and return to the above address.

POSITION APPLIED FOR:				
DEPOT:				
FAMILY NAME ( )::				
FIRST NAME(S):				
ADDRESS:				
TELEPHONE NUMBER (HOME):				
TELEPHONE NUMBER (MOBILE):				
EMAIL ADDRESS:				
NUMBER OF DAYS ABSENT IN THE LAST 2 YEARS:				
ARE YOU REGISTERED DISABLED:			REGISTRATION NUMBER:	
DO YOU HOLD A CURRENT DRIVING LICENCE:				
DO YOU HOLD A DRIVER CPC CARD:				
WHAT CLASS OF LICENCE DO YOU HOLD:			DATES YOU PASSED YOUR TEST:	
HAVE YOU BEEN CONVICTED OF ANY DRIVING OFFENCES:				
IF YES, PLEASE GIVE DETAILS INCLUDING DATES OF CONVICTION.				
PLEASE GIVE DETAILS OF ALL ACCIDENTS, CLAIMS OR LOSSES WHICH HAVE OCCURRED IN THE LAST FIVE YEARS IN CONNECTION WITH ANY VEHICLE OWNED, OR DRIVEN BY YOU. IF NONE PLEASE STATE NONE Please continue on a separate piece of paper				
TYPE OF VEHICLE DRIVEN	DATE	DETAILS OF ACCIDENT	OWN DAMAGE COST	THIRD PARTY COSTS

VEHICLE DRIVING EXPERIENCE

VEHICLE MAKE	BODY TYPE	GROSS WEIGHT	GEARBOX TYPE	

CRIMINAL RECORD

PLEASE NOTE ANY CRIMINAL CONVICTIONS EXCEPT THOSE 'SPENT' UNDER THE REHABILITATION OF OFFENDERS ACT 1974. If none please state none.

QUALIFICATIONS

DATE	QUALIFICATION	PASS	DATE OF PASS	LEVEL	PROOF

DO YOU HAVE ANY HOBBIES:                      If yes please give details

PLEASE EXPLAIN WHY YOU ARE APPLYING FOR THIS POSITION, AND WHAT KNOWLEDGE, EXPERIENCE AND QUALITIES MAKE YOU SUITABLE FOR THIS POSITION:

HAVE YOU WORKED IN THE DRAINAGE INDUSTRY PREVIOUSLY  
If yes please give details including dates:

PLEASE GIVE DETAILS OF ANY WORK RELATED TRAINING, COURSES OR SPECIALIST SKILLS YOU HAVE ACHIEVED, RELEVANT TO THE POSITION YOU ARE APPLYING FOR

EMPLOYMENT HISTORY

PLEASE PUT YOUR PRESENT OR MOST RECENT EMPLOYER FIRST (INCLUDING HM FORCES)

No request for reference will be made to your current employer before an offer of employment is made.

NAME, ADDRESS TELEPHONE NUMBER PLUS NATURE OF BUSINESS	POSITION AND MAIN RESPONSIBILITIES	FROM/TO	LEAVING SALARY	REASON FOR LEAVING

HOW MUCH NOTICE DO YOU NEED TO GIVE YOUR PRESENT EMPLOYER?

PLEASE GIVE DETAILS OF ANY HOLIDAY COMMITMENTS DURING THE NEXT 12 MONTHS

PLEASE GIVE ANY NAMES OF RELATIONS OR FRIENDS WORKING FOR THE COMPANY

HOW DID YOU HEAR ABOUT THIS VACANCY

ANY OTHER INFORMATION RELEVANT TO YOUR APPLICATION

MTS CLEANSING SERVICES LIMITED WHOLEHEARTEDLY SUPPORTS THE PRINCIPLE OF EQUAL OPPORTUNITES IN EMPLOYMENT AND OPPOSES ALL FORMS OF UNLAWFUL OR UNFAIR DISCRIMINATION ON THE GROUNDS OF AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE, CIVIL PARTNERSHIP, PREGNANCY OR MATERNITY, RACE, RELIGION OR BELIEF, SEX OR SEXUAL ORIENTATION

APPLICANTS SHOULD ONLY RETURN A COMPLETED APPLICATION FORM IF THEY ARE PREPARED TO WORK ANTI SOCIAL HOURS. ANTI SOCIAL HOURS ARE AFTER NORMAL WORKING HOURS AND WILL INCLUDE WORKING NIGHTS, WEEKENDS AND PUBLIC HOLIDAYS. DUE TO THE NATURE OF THE WORK, ALL EMPLOYEES WILL BE PLACED ON AN EMERGENCY CALL OUT ROTA AND THIS FORMS PART OF YOUR CONTRACT OF EMPLOYMENT WITH US. AND YOU WILL BE EXPECTED TO CARRY OUT YOUR DUTIES IN ACCORDANCE WITH YOUR CONTRACT.

MTS CLEANSING SERVICES OPERATES A ZERO TOLERANCE POLICY IN RELATION TO DRUGS OR ALCOHOL USE. RANDOM TESTS FOR DRUGS AND ALCOHOL ARE ROUTINELY CARRIED OUT DURING EMPLOYMENT WITH US.

IDENTIFICATION DOCUMENTS MUST BE PROVIDED AT INTERVIEW, IN RESPSECT OF ALL CANDIDATES, INCLUDING PASSPORT, FULL BIRTH CERTIFICATE, PAPER AND CARD DRIVING LICENCE AND DRIVER CPC CARD.

AN OFFER OF EMPLOYMENT WILL NOT BE MADE UNLESS WE HAVE SEEN AND TAKEN COPIES OF THE ORIGINAL DOCUMENTATION. ALL OFFERS MADE ARE PROVISIONAL AND BASED ON SUCCESSFULLY PASSING THE STAFF VETTING CHECKS

YOU ARE ALSO REQUIRED TO PROVIDE, WITH YOUR COMPLETED APPLICATION FORM, A PHOTOCOPY OF YOUR DRIVING LICENCE INCLUDING BOTH SIDES OF THE CARD PART. PLEASE DO NOT SEND IN ANY ORIGINAL DOCUMENTATION WITH YOUR APPLICATION FORM AS WE CANNOT BE HELD LIABLE FOR THESE NOT BEING RETURNED

CANDIDATE DECLARATION

I CONFIRM THAT THE INFORMATION GIVEN IS TRUE AND ACCURATE. I ACCEPT THAT PROVIDING DELIBERATELY FALSE INFORMATION COULD RESULT IN MY DIMISSAL. I ACCEPT THAT I UNDERSTAND THE REQUIREMENTS OF THE BUSINESS, THAT I MAY BE WORKING ALL WEEK AND ALL WEEKEND FROM TIME TO TIME.

SIGNED:

DATE:

PLEASE GIVE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF TWO PEOPLE WHO MAY BE CONTACTED TO PROVIDE REFERENCES. (ONE MUST BE A PREVIOUS EMPLOYER)

NAME:	NAME:
ADDRESS:	ADDRESS:
TELEPHONE NUMBER:	TELEPHONE NUMBER:
RELATIONSHIP:	RELATIONSHIP

OFFICIAL USE ONLY	
DATE RECEIVED	
DEPOT	
SENT TO MANAGER	
INTERVIEW DATE	
RETURNED TO HR	
OUTCOME	

EQUAL OPPORTUNITIES MONITORING FORM

MTS CLEANSING SERVICES LIMITED IS AN EQUAL OPPORTUNITIES EMPLOYER. THE AIM OF OUR POLICY IS TO ENSURE THAT NO JOB APPLICANT OR EMPLOYEE RECEIVES LESS FAVORABLE TREATMENT BECAUSE OF AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE, CIVIL PARTNERSHIP, PREGNANCY OR MATERNITY, RACE, RELIGION OR BELIEF, SEX OR SEXUAL ORIENTATION.

TO ENSURE THAT THIS POLICY IS FULLY AND FAIRLY IMPLEMENTED AND MONITORED, AND FOR NO OTHER REASON, WOULD YOU KINDLY PROVIDE THE FOLLOWING INFORMATION.

AGE:

DISABILITY

YOU WILL BE CONSIDERED AS HAVING A DISABILITY FOR DISCRIMINATION PURPOSES IF YOU FIT THE DEFINITION AS GIVEN IN THE EQUALITY ACT 2010. IN THE ACT, A DISABILITY IS A "PHYSICAL OR MENTAL IMPAIRMENT WHICH HAS A SUBSTANTIAL AND LONG TERM ADVERSE EFFECT ON A PERSONS ABILITY TO CARRY OUT NORMAL DAY TO DAY ACTIVITIES." FOR THESE PURPOSES, "LONG TERM" IS TAKEN TO MEAN THE CONDITION IS LIKELY TO LAST LONGER THAN 12 MONTHS OR LIKELY TO RECUR

ETHNICITY

PREFER NOT TO SAY:

ASIAN OR ASIAN BRITISH

BANGLADESHI

INDIAN

PAKISTANI

OTHER ASIAN BACKGROUND (PLEASE SPECIFY):

BLACK OR BLACK BRITISH

AFRICAN

CARIBBEAN

OTHER BLACK BACKGROUND (PLEASE SPECIFY)

CHINESE AND OTHER GROUPS

CHINESE

OTHER ETHNIC GROUP (PLEASE SPECIFY)

MIXED RACE

WHITE AND ASIAN

WHITE AND BLACK AFRICAN

WHITE AND CARIBBEAN

OTHER MIXED BACKGROUND (PLEASE SPECIFY)

WHITE

BRITISH

IRISH

OTHER WHITE BACKGROUND (PLEASE SPECIFY)

RELIGION OR BELIEF

PREFER NOT TO SAY  
BUDDHIST  
CHRISTIAN  
HINDU  
JEWISH  
MUSLIM  
SIKH  
OTHER (PLEASE SPECIFY)  
NO RELIGION

GENDER

SEXUAL ORIENTATION

DATA PROTECTION STATEMENT:

DATA CONTROLLER: MTS CLEANSING SERVICES LIMITED

THE COMPANY USES THIS INFORMATION TO REVIEW COMPLIANCE WITH ITS POLICIES ON EQUAL OPPORTUNITY IN RELATION TO RECRUITMENT. WE WILL USE THIS DATA TO INFORM OUR STATISTICS ON THE REPRESENTATION OF THE CATEGORIES OF INDIVIDUAL AS SHOWN ABOVE. WE WILL TREAT ALL PERSONAL INFORMATION IN LINE WITH CURRENT DATA PROTECTION LEGISLATION AND OUR DATA PROTECTION POLICY. FOR MORE INFORMATION ON HOW WE USE THE INFORMATION YOU HAVE PROVIDED, PLEASE SEE OUR DATA PROTECTION POLICY WHICH CAN BE FOUND HERE: [www.mtscleansing.co.uk/data-protection](http://www.mtscleansing.co.uk/data-protection)

IN ORDER FOR US TO PROCESS THIS INFORMATION AND TO COMPLY WITH DATA PROTECTION LEGISLATION, WE REQUIRE YOUR CONSENT. YOU ARE NOT REQUIRED TO GIVE YOUR CONSENT; YOU ACKNOWLEDGE THAT ANY CONSENT GIVEN IS FREELY GIVEN. YOUR JOB APPLICATION IS NOT DEPENDENT ON YOUR GIVING CONSENT TO OUR PROCESSING OF THIS DATA.

INCLUDING YOUR SIGNATURE BELOW WILL SIGNIFY YOUR CONSENT TO OUR PROCESSING OF THIS INFORMATION. ONCE YOU HAVE GIVEN CONSENT, YOU MAY WITHDRAW IT AT ANY TIME BY CONTACTING [dataprotection@mtscleansing.co.uk](mailto:dataprotection@mtscleansing.co.uk) or [hr@mtscleansing.co.uk](mailto:hr@mtscleansing.co.uk)

SIGNATURE:

DATE: