



## Never Clean Again

Dear Applicant

Thank you for showing an interest in being employed by NCA. The hourly rate to be paid by NCA will be £7.00 per hour. You will be paid 28 days holiday, which is pro-rata for part time staff. Wages will be paid straight into your bank account.

Let me take this opportunity to tell you a little more about NCA.

NCA was established in Bicester around 4 years ago and has continued to grow very quickly during this time. We specialise in domestic cleaning of residential houses only in Bicester and surrounding villages, and now North Oxford, Kidlington, Leighton Buzzard, Dunstable and most surrounding villages. You must have impeccable standards and must be able to accept constructive criticism as feedback is sought from all clients on a weekly basis as a way of continuously improving the standard of our cleaning.

Hours of work are very flexible. Inform NCA of your availability and we will only offer you work within that availability. You must however be available to work the same hours each week. At the moment I am unable to offer term time placements.

This is a permanent, long term position and **commitment to the job is very important.**

Please fill in the enclosed application form and return as soon as you are able to the nearest address to you at the bottom of this page. If I am happy with your application you will be invited to attend a 2-4 hour cleaning trial. It is possible that I may ask you to come in for more than one trial. Shortly after the trial you will be contacted and will be told whether your application has been successful or not. An official job offer will then be reliant on your reference checks being satisfactory and a clear police check which usually takes one week to go through – if you do not have one already (please read the notes concerning the charges for a police check on your application form).

Every time I advertise this position I have a huge response which is probably due to flexibility of the hours and the above average hourly rate for this type of work. For this reason, I must trial all suitable applicants.

In your cover letter please let me know when you are available for a trial (days/times etc) and if you are already employed, how much notice you are required to give. Please let me know how many hours a week you would like, and which days you are available to work on. You will have an advantage if you are able to drive and have your own car.

Yours sincerely,

Rebecca

Mrs Rebecca Davidson  
Proprietor - Never Clean Again  
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[www.nevercleanagain.co.uk](http://www.nevercleanagain.co.uk)  
Tel: 01869 360392

**Bedfordshire Office:**  
67 Tring Road, Dunstable  
Bedfordshire LU6 2PX

**Oxfordshire Office:**  
2 Manorsfield Rd, Bicester  
Oxon OX26 6LJ

# Application for Employment

Date \_\_\_\_\_

**We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognised basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.**

## PERSONAL BACKGROUND

		email:	
Last Name	First Name	Middle Name	
Present Address	Town	County	Postal Code
Date of Birth	Emergency Name	Emergency No	Relationship
Telephone Number Home	Telephone Number Mobile	Telephone Number Work	
National Insurance Number _____			
Police Disclosure Number and date (if applicable) _____			
Driving License Number _____ <small>Although not essential, if you do not drive the work that we can offer you may be restricted</small>			
Are you happy working in houses with non-dangerous dogs? <input type="checkbox"/> Yes <input type="checkbox"/> No			Office Use Only
Driving may be a requirement of many of the jobs. Is your license valid?	<input type="checkbox"/> Yes <input type="checkbox"/> No	1.	
Do you have full time access to a vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No	2.	
Is your vehicle in good and safe mechanical condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	3.	
Is the vehicle covered by comprehensive liability insurance? What company?	<input type="checkbox"/> Yes <input type="checkbox"/> No	4.	
Make of vehicle	Model	YR	5.
Are you able, at the time of employment, to submit two forms of proof of residence as outlined on the enclosed list?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6.	
Will you be willing to do ironing ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be willing to do spring cleans ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Application for Employment - Continued						Office Use Only	
Are you able to lift 50 pounds or more? <input type="checkbox"/> Yes <input type="checkbox"/> No						7.	
Would you have difficulty standing, bending, or kneeling in connection with performing necessary cleaning duties? <input type="checkbox"/> Yes <input type="checkbox"/> No						8.	
How many hours would you like to work each week? Ideal _____ Minimum to start with _____						9.	
How would you like these hours broken up?							
MON	TUE	WED	THU	FRI	SATURDAY?	SUNDAY?	
No of hours _____	No of hours _____	No of hours _____	No of hours _____	No of hours _____	<i>If work available</i> No of hours _____	<i>If work available</i> No of hours _____	
Between _____	Between _____	Between _____	Between _____	Between _____	Between _____	Between _____	
and _____ (times)	and _____ (times)	and _____ (times)	and _____ (times)	and _____ (times)	and _____ (times)	and _____ (times)	
If you are hired, when can you start work?						10.	
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No						11.	
If yes, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Which of the following categories of jobs have you had?						12.	
<input type="checkbox"/> Housecleaning	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Restaurant					
<input type="checkbox"/> Fast Food	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Sales					
<input type="checkbox"/> Homemaker	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Service					
<input type="checkbox"/> Other (explain):							
<b>WORK EXPERIENCE (MUST SHOW AT LEAST LAST 3 YEARS CONTINUOUS EMPLOYMENT)</b>							
<i>List below your last three employers, starting with your present or last place of employment. You may include in such history any verified work performed on a volunteer basis (please continue on separate sheet if necessary).</i>							
Date Mo./Yr.	Name and Address of Employer	Salary	Position	Reason for Leaving			
Fr:					13.		
To:							
Supervisor's Name:			Telephone IMPORTANT:				
Fr:					14.		
To:							
Supervisor's Name:			Telephone IMPORTANT:				
Fr:					15.		
To:							
Supervisor's Name:			Telephone IMPORTANT:				
<b>STATE YOUR EDUCATIONAL BACKGROUND</b>	NAME AND LOCATION OF SCHOOL	List Grades Achieved	MAJOR AREA OF STUDY				
High School				16.			
College				17.			
Trade, Business or Graduate School				18.			

Application for Employment - Continued						Office Use Only		
Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No						19.		
If yes, explain:								
Would you be willing to carry non-driving cleaners in your car? <input type="checkbox"/> Yes <input type="checkbox"/> No						20.		
Has your driver's license ever been suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No						21.		
If yes, explain:								
<i>Note: Due to the security-sensitive nature of the job, all employees are required to be police checked. If you are a successful applicant, you will be asked to contribute £20 towards this charge - the cost of which will be deducted from your first wage packet. If you are not offered work you will not be asked to pay a contribution. The police check remains your property and it can be used for future job applications which is why a charge is made.</i>								
<b>PERSONAL REFERENCES</b> List the names of three persons not related to you, whom you have known for at least three years. At least one of which must be a past employer. If this is not possible please explain why in cover letter.								
1.	Name:		Occupation:		Phone:			
	Address:				Years Known:			
2.	Name:		Occupation:		Phone:			
	Address:				Years Known:			
3.	Name:		Occupation:		Phone:			
	Address:				Years Known:			
To what extent would the following job characteristics be attractive to you?			VERY GREAT EXTENT	GREAT EXTENT	SOME WHAT	A LITTLE EXTENT	VERY LITTLE EXTENT	
<input type="checkbox"/> More flexible daytime hours than other jobs.								22.
<input type="checkbox"/> Working in a team environment								23.
<input type="checkbox"/> The opportunity to become a team manager.								24.
<input type="checkbox"/> Physical activity and exercise.								25.
<input type="checkbox"/> The opportunity to work full-time.								26.
<input type="checkbox"/> Helping clients by keeping their homes clean.								27.
<input type="checkbox"/> A good relationship with fellow employees.								28.
<input type="checkbox"/> The opportunity to work part-time.								29.
<input type="checkbox"/> The opportunity to earn bonuses and awards for good work.								30.
How did you hear about us?								
<input type="checkbox"/> Postal Advertiser <input type="checkbox"/> Postcard in shop <input type="checkbox"/> Referred by: _____ <input type="checkbox"/> Other: _____								

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS WHICH ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.**

**APPLICANT'S STATEMENT**

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorise the company, to which I am applying, to conduct any investigation necessary concerning any part of my background related to the position I am seeking, including, but not limited to, the obtaining of a police check. I authorise any of the persons or organisations named in this application to provide complete information and records regarding my employment, education, character and qualifications. I release all parties from any liability in connection with the provision and use of such information.

[ ] YES [ ] NO

I understand and agree that, if employed by this company, I will be responsible for familiarising myself with all rules and regulations of the company as they presently exist or are later modified and that I will abide by its rules and regulations which I understand are subject to change.

[ ] YES [ ] NO

I also understand that no representative of the company has any obligation to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment.

[ ] YES [ ] NO

I have read, understand and agree with the above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*This application is current for only 90 days from the date above signed. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.*