

Job Description: Part Time Cleaner	
Duties Include:	
▪	Cleaning of Reservations Office, Managing Directors Office, Administration Office, Meeting Room, Store Room & Staff Toilets
▪	Cleaning of Garage Room & Vehicles
▪	Perform various cleaning actions such as dusting, washing, polishing furniture, ledges, window sills, sweeping, vacuuming, mopping & disinfection
▪	Cleaning and Disinfecting of Office Telephones, Computer Screens and Keyboards
▪	Emptying waste bins or similar receptacles, transporting waste material to designated collection points
▪	Replenishing consumable items (soap, toilet rolls, paper towels) if required
▪	Cleaning toilets, urinals, hand basins and sinks
▪	Notify management in case there is a need for repair and interventions
▪	Follow all health and safety regulations
▪	Cooperate with the rest of the staff

Private & Confidential	
Return this Form to:	Parrys International, Landywood Green, Cheslyn Hay, Walsall, West Midlands, WV12 5YJ OR info@parrys-international.co.uk
Position Applied for:	
Name:	Title:
	Forename/s:
	Surname:
Address:	
Postcode:	
National Insurance Number:	
Telephone Number:	Landline:
	Mobile:

Education	
Schools/Colleges/University:	Qualifications Gained:

Employment History		(Please Complete in Full and use a Separate Sheet if Necessary)	
From:	To:	Name and Address:	
		Job Title:	Rate of Pay:
		Duties:	
		Reason for Leaving:	

Employment History		(Please Complete in Full and use a Separate Sheet if Necessary)	
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		Duties:	
		Reason for Leaving:	

Current Membership of Professional Bodies (i.e. CIPD, NMC)

Please Note any professional bodies you are a member of or are registered with:

Other Employment

Please Note any other employment that you would continue with if you were to be successful in obtaining this position:

References

Please Note here the Names and Addresses of two persons from whom we may obtain both Character and Work Experience references:

1.	2.
Known in the Capacity of: (i.e. Manager/Education)	Known in the Capacity of: (i.e. Manager/Education)

Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland:

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: