



EMPLOYMENT APPLICATION FORM

Position Applied for:

Date Available from:

.....

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| | | | |
|---|---|-------------------------|--------------------------|
| Are you prepared to work: | Full-time YES/NO | Part-time YES/NO | Shift work YES/NO |
| | Nights out (Drivers only) YES/NO | | |
| <u>Personal Details</u> | | | |
| Surname: _____ | | Forenames: _____ | |
| Address: _____ | | | |
| | | | Post Code _____ |
| Telephone: Day _____ | Evening _____ | Mobile _____ | |
| Place of Birth: _____ | | Nationality: _____ | |
| Length of time you have been a resident in the UK: _____ | | | |
| Do you need a permit to work in the UK: _____ | | | |
| If your application is successful we shall require evidence of your eligibility to work in the uk | | | |

| | | | |
|---|--|--|--|
| Do you own a car? YES/NO. | | Do you hold an EU driving licence? Provisional <input type="checkbox"/> Full <input type="checkbox"/> LGV <input type="checkbox"/> NO <input type="checkbox"/> | |
| How long have you held a vocational licence: _____ | | Class: _____ | |
| Have you been involved in an accident or loss in the last 3 years private and HGV? YES/NO (If YES, please give details) | | | |
| _____ | | | |
| Have you been convicted during the past 5 years or disqualified from driving during the past 10 years with any offence in with a motor vehicle or is any prosecution pending?: YES/NO (If YES, please give details) | | | |
| _____ | | | |
| Do you have any other vocational qualifications? (ADR, DQC, DGSA, CITB, FORKLIFT) _____ | | | |
| What date does your vocational licence expire? _____ | | | |
| Do you have any current endorsements? YES/NO | | (If YES, please give details) | |
| Have you experience in tail lift deliveries / multi drop collections and deliveries? | | (if yes, pls circle) | |
| _____ | | | |
| Have you ever appeared before a Traffic Commissioner and had action taken against your licence? YES/NO (If YES please give details) | | | |
| _____ | | | |
| Do you have a digital tachograph Driver Card? YES/NO | | | |
| Expiry date Driver Qualification card (DQC): | | | |
| How many hours of driver CPC periodic training have you attended to contribute to your DQC renewal : | | | |
| Describe any reasonable adjustments to our recruitment process or to the job itself that would assist you: | | | |

Interests / Hobbies / Sports / Pastimes: _____

Offices held in social / sports clubs etc: _____

Public Duties (JP, councillor etc) undertaken: _____

Are you a Member of the Territorial Army? YES/NO Details: _____

Any Community / volunteer experience? YES/NO Details: _____

Have you ever been convicted of a criminal offence? YES/NO (declaration subject to the Rehabilitation of Offenders Act):

Please give details of any advanced driver training you have undertaken or qualifications you hold:

PREVIOUS EMPLOYMENT

| Employer Name | Address & Telephone Number | Position Held | From | To | Reason For Leaving |
|---------------|----------------------------|---------------|------|----|--------------------|
| | | | | | |

If offered this position will you continue to work in any other capacity (give details):

Personal referees: To include last employer (not members of your family)

Name: _____

Address: _____

Relationship: _____

Contact Telephone Number: _____

Name: _____

Address: _____

Relationship: _____

Contact Telephone Number: _____

Recruitment Policy

It is the company's policy to employ the best qualified personnel and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, age, religion, belief, sex or marital status, or disability.

Declaration by Applicant

I authorise the company to obtain references in support of this application. I release the company and referees from any liability caused by giving and receiving information.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I acknowledge that any false statement may be sufficient cause for rejection of the application or is employed, dismissal.

Signature: _____ **Date:** _____

FOR INTERNAL USE ONLY

(FOR OFFICE USE ONLY)

Interviewed by: _____ Date: _____

Recommendations and Remarks:

References obtained: yes/no Satisfactory yes/no

Driving Assessment carried out (drivers only): yes/no Satisfactory yes/no

Licence check (drivers only): yes / no Satisfactory yes/no

Verbal job offer date: Accepted yes/no

Contract sent date: Acceptance date:

Induction date:

Date to Start:

Report to: