



## Employment Application

Position applied for: \_\_\_\_\_

### Personal

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Do you drive? Yes  No

Type of licence: Full  Provisional  LGV C (HGV 2&3)   
 LGV C+E (HGV 1) \*

Have you ever been disqualified: Yes  No

If yes, dates From: \_\_\_\_\_ To: \_\_\_\_\_

Have you any current endorsements? Yes  No  If yes, detail below:

Date	Reason	No. of points	Removal Date

### Health

Are you in good health? Yes  No

In the last 12 months, how many days were you absent due to sickness: \_\_\_\_\_

Reason(s): \_\_\_\_\_

Are there any conditions or disabilities which may affect your application? Yes  No

Please give details: \_\_\_\_\_

\_\_\_\_\_

Are you a Registered Disabled Person? Yes  No  Reg.No.: \_\_\_\_\_

### General

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

(Declaration subject to the Rehabilitation of Offenders Act)

If yes, details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you need a work permit to work in the UK? Yes  No

**Secondary Education**

School	Dates		Examinations (subject/result etc)
	From	To	

**Professional/Trade Qualifications (Degree/HNC/ONC/NVQ/C&G etc.)**

University/College/Training Establishment	Dates		Subject/Qualification/Class of Degree
	From	To	

**Training**

Subject	Date	Training Establishment

Membership of Trade Union or Professional Organisation:

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**General**

Interests/hobbies:

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**Previous Employment** (Please give details of your previous employment, starting with the most recent)

**Present/Last Employer:**

Type of business: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Date started: \_\_\_\_\_ Date left: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

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**Previous Employer:**

Type of business: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Date started: \_\_\_\_\_ Date left: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

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**Previous Employer:**

Type of business: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Date started: \_\_\_\_\_ Date left: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

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**Previous Employer:**

Type of business: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Date started: \_\_\_\_\_ Date left: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

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**References** (please indicate TWO work related references)

Name:	_____	Name:	_____
Company:	_____	Company:	_____
Address:	_____	Address:	_____
_____			
Position:	_____	Position:	_____
Telephone:	_____	Telephone:	_____

**Equal Opportunities**

Applicants are requested to tick the relevant boxes below to enable the Company to monitor its Equal Opportunities Policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of age, sex or marital status. This information is used for no other purpose and will be treated as confidential.

Male  Female  Date of Birth: \_\_\_\_\_

Ethnic Group

White  Black – Caribbean  Black-African  Chinese

Indian  Pakistani  Bangladeshi  Other

**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, sex, age, marital status or disability.

**Declaration**

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

I authorise the Company to obtain references to support this application once an offer has been made and accepted and release the Company and referees from any liability caused by giving and receiving information.

Name: \_\_\_\_\_ Date: \_\_\_\_\_