

## APPLICATION FOR EMPLOYMENT

All sections must be completed.

### PERSONAL INFORMATION

(CONFIDENTIAL)

Post: DRIVER, LGV1 (Days)

Depot: Manchester

#### 1. Personal Details

Title:	Forename:	Surname:
Address:		
Contact Details: (Please tick preferred contact detail)		
Email address:	<input type="checkbox"/>	_____
Telephone	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____

#### 2. General

Do you hold a current UK driving licence?
Is it a Full / Provisional / LGV / PCV licence?
Do you hold a digital tachograph Driver Card?
Have you completed Driver CPC and hold a Driver Qualification Card?
Do you have any points / endorsements?

Are there any adjustments that you would require should you be invited for interview?
If so, please state here:

Please indicate two people who can provide professional references - one should be your present/most recent employer:	
Name:	Name:
Address:	Address:
Tel. No.	Tel. No.
E-mail:	E-mail:
Occupation:	Occupation:
I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate)	I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate)





# PERSONAL INFORMATION CONTINUED

(CONFIDENTIAL)

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK ?  Yes  No

If Yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are successful in your application, would you require a work permit prior to taking up employment?  Yes  No

## Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with the information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

## 6. Declaration

I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed application form, Rehabilitation of Offenders Act & Equal Opportunitites Monitoring forms to:

W Harrison & Sons (Carriers) Ltd  
Group Distribution Depot  
Grimshaw Lane  
Middleton  
Manchester  
M24 2AA

Alternatively, scan and email to: [adam@expressparcels.co.uk](mailto:adam@expressparcels.co.uk) or fax to 0161 653 1006

# REHABILITATION OF OFFENDERS ACT 1974

(CONFIDENTIAL)

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?  Yes  No

If Yes, please provide details of date (s), offence (s) and sentence (s) passed:


The Rehabilitation of Offenders Act does not apply to certain specified professions: these are mainly medical, legal or accountancy professions. Neither does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions below, including any that are spent, giving details of date (s), offence (s) and sentence (s) passed.

If you are applying for a post which involves contact with either children or vulnerable adults, please also confirm that you are not listed on either of the following (as appropriate):

I confirm that I am not listed on the children's barred list.

OR

I confirm that I am not listed on the adults' barred list.

AND

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children and vulnerable adults.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

## EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes.

W. Harrison & Sons (Carriers) Limited recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

**Ethnic Origin:**

**Nationality:**

**Gender**

**Date of Birth**

**If you consider yourself to have a disability, please state the nature, and provide details.**

A disability is defined as 'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities.'

**How did you become aware of this vacancy?**