

APPLICATION FOR EMPLOYMENT

All sections must be completed.

PERSONAL INFORMATION

(CONFIDENTIAL)

Post: DRIVER, LGV1 (Nights)

Depot: Larkhall

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)

4. Educational, Technical and Professional Qualifications

Please give details of all educational establishments that you have attended, and qualifications achieved, starting with current / most recent. Please also include any professional bodies that you are a member of, and level of membership.

Establishment (Name & Full Address)	Qualification(s)	Grade / Level

5. Personal Development

Please give details of any memberships, voluntary work, hobbies or interests that may have relevance to the role you have applied for.

Please continue on a separate sheet if necessary, giving page number and title heading

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 Opportunites Monitoring forms to:

Express Parcel Services
W Harrison & Sons (Carriers) Ltd
Units 3 & 5
9 Middleton Avenue
Strutherhill Industrial Estate
Larkhall
ML9 2TL

Alternatively, scan and email to: dwallace@expressparcels.co.uk

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?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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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):
<input type="checkbox"/> I confirm that I am not listed on the children's barred list.
OR
<input type="checkbox"/> I confirm that I am not listed on the adults' barred list.
AND
<input type="checkbox"/> 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?