

application for **EMPLOYMENT**



SECTION 1 YOUR APPLICATION

Position Applied For:	Preferred Location:
Full Time/Part Time:	Days/Nights/Weekends:
Availability To Start:	
How did you learn about this vacancy?:	

SECTION 2 YOUR PERSONAL DETAILS

First Name(s):	Surname:
Title:	
Maiden Name:	Home Tel. No:
Please provide details of any other names used:	Mobile Tel. No.:
	Email Address:
	National Insurance Number:
Address:	
	Postcode:

Are you legally entitled to work in the UK? Yes/No (delete as applicable)

As stated in the Asylum and Immigration Act 1996, we are obliged by law to ask for proof that you are entitled to work in the UK. Should you be offered employment with this company you will be required to attend a pre-employment screening meeting where all appropriate documentation will be reviewed. You will also be required to bring to the pre-employment meetings the documents listed below.

An offer of employment is subject to the successful completion of the Company Screening process which must be completed by the end of the initial 12 week Induction/Probationary period.

- Evidence of your National Insurance Number (P45,P60, National Insurance Card)
- UK/EU Passport/Birth Certificate
- Valid work permit (if born outside of the EU)
- Driving Licence with photograph/Other photographic proof of identification
- Documented proof of identification (credit card/bank or building society card etc)
- 2 documents confirming proof of residence (utility bills)
- Details of 2 individuals prepared to provide an oral and written character reference for you (these cannot be relatives or individuals living at your address)

SECTION 3 YOUR DRIVING LICENCE DETAILS (TO BE COMPLETED FOR DRIVING POSITIONS/ COMPANY CAR DRIVERS)

Category	Licence Number	Date of Expiry	Length of time held
Standard (car)			
Motorcycle			
Category C			
Category C1			
Category C+E			

Please give details of:

Endorsements:
Driving Offences:
Driving Convictions:
Road Traffic Accidents:

SECTION 4 YOUR EDUCATION DETAILS

(This should include details of GCSE/O Level, A Level, NVQ, HND, Degrees or any other qualifications gained)

Subject	Qualification

SECTION 5 YOUR EMPLOYMENT DETAILS

You are required to provide details of your employment/work history for a period of 5 years prior to employment with this company. If at any time during this period you were not in employment, please detail the reasons using the 'Gaps in Employment' box. Your current employer will not be contacted until you have confirmed your acceptance of employment with this Company. Please use a supplementary sheet if necessary.

Current Employer details: Nature of business: Contact: Company: Address: Position Held: Main Responsibilities: Salary: Reason for leaving:	Start Date:	Leaving Date:
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Previous Employer details: Nature of business: Contact: Company: Address: Position Held: Main Responsibilities: Salary: Reason for leaving:	Start Date:	Leaving Date:
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Previous Employer details: Nature of business: Contact: Company: Address: Position Held: Main Responsibilities: Salary: Reason for leaving:	Start Date:	Leaving Date:
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Previous Employer details:**Start Date:****Leaving Date:**

Nature of business:

Contact:

Company:

Address:

Position Held:

Main Responsibilities:

Salary:

Reason for leaving:

Gaps in Employment

From:

To:

Reason:

Personal Achievements

Please use this section to tell us about your successes. These can relate to education, work, social activities or hobbies.

SECTION 6 SECURITY

The Police Act 1997 established the Criminal Records Bureau to improve access to criminal records. Due to the nature of the business the company may request at any time, criminal record checks for it's employees. Please confirm your acceptance of this by signing below:

Signature of Applicant

If you do not authorise this check, please explain your reasons why

DECLARATION

I declare that this information is accurate, and I accept that if any statement made by me in connection with this application be found to be false, the application shall be void and as a result any contract arising may be terminated by the company at any time and may be liable to criminal proceedings. If I am successful in my application, I agree to provide my Line Manager with details of any changes to my application, specifically relating to the Rehabilitation of Offenders Act 1974

Signed

Date

DATA PROTECTION ACT

By signing this application, I give my consent for the information contained to be processed and held in accordance with the Data Protection Act 1998.

THE NEXT STEP

Once you have completed all sections of the application form, please send it to the address indicated in the vacancy advert or to the HR Department, Business Post, Express House, Wolsley Drive, Heartlands, Birmingham B8 2SQ. We will process your application and advise you as soon as possible of the outcome.

FOR OFFICE USE ONLY - TO BE COMPLETED FOLLOWING AN OFFER OF EMPLOYMENT

Vacancy Authorisation

RTR Completed and authorised	Yes/No	Date:
Vacancy reference number:	HR:	

Interview Process

Date Application form received:		
Invitation to interview sent:	Yes/No	Date:
Interview conducted by:		Date:
1st Interview conducted by:		Date:
2nd Interview conducted by:		Date:
Offer of employment made in writing:	Yes/No	Date:
Unsuccessful – letter sent:	Yes/No	Date:
Acceptance of offer received:	Yes/No	Date:

Screening Process

Pre-employment Screening Meeting held:		Date:
CRB requested:		Date:
Character references requested orally:		Date:
Character references requested in writing:		Date:
Employment references requested:		Date: