



# Employment Application Form



Audit Recommendation Number 2.1.1

Are you prepared to work: Full-time \_\_ YES/NO. Part-time \_\_ YES/NO. Shift work \_\_ YES/NO.

## Personal Details

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

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

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

Telephone; Day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile \_\_\_\_\_

Do you own a car? YES/NO. Do you hold an EU driving licence? Provisional \_\_ Full \_\_ HGV \_\_ NO \_\_

Do you have any other vocational qualifications? (ADR, CPC, DGSA, CITB, FORKLIFT) \_\_\_\_\_

What date does your licence expire? \_\_\_\_\_ Do you have any current endorsements? NO/YES.

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

Have you ever appeared before a Traffic Commissioner and had action taken against your licence? NO/YES

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

Do you have a digital tachograph Driver Card? YES/NO

Describe any reasonable adjustments to our recruitment process or to the job itself that would assist you;

Do you speak speak a foreign language? NO/YES. Please give details \_\_\_\_\_

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 \_\_\_\_\_

Any Community / volunteer experience? YES/NO \_\_\_\_\_

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

Are you a member of a professional organisation? NO/YES \_\_\_\_\_

Do you need a work permit to work in the UK ? YES/NO.

**Previous employment:** (please include details of your most recent employment first, and then work backwards)

Employer \_\_\_\_\_ Type of Business \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Start date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Starting Pay £ \_\_\_\_\_ Per \_\_\_\_\_ Leaving Pay £ \_\_\_\_\_ Per \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Type of Business \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Start date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Starting Pay £ \_\_\_\_\_ Per \_\_\_\_\_ Leaving Pay £ \_\_\_\_\_ Per \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Personal referees** (not members of your family)

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Occupation \_\_\_\_\_ Contact telephone numbers \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Occupation \_\_\_\_\_ Contact telephone numbers \_\_\_\_\_

**If you wish to do so, please give details of who should be contacted in case of an emergency**

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_ Contact telephone numbers \_\_\_\_\_