

## Application For Employment

**Position Applied For:**

**Instructions to Applicants:** Please answer ALL questions or delete as appropriate, clearly and accurately.

### Personal Details

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

First Names \_\_\_\_\_

Home Tel No \_\_\_\_\_

Address \_\_\_\_\_

Mobile Tel. No \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_

National Insurance No

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

### Previous Employment By The Malcolm Group

Have you previously been employed by a Malcolm Group Company?

**YES / NO**

If YES please state your previous Job Title, Company, Location and Dates of Employment:

### Employment History

Describe your employment history covering at least your previous three employers and/or the last five years. Include any time out of work. Start with the most recent. Continue on a separate sheet if necessary

Employer's name and address	Dates		Job title, Main duties, Salary State current notice period	Reason for leaving (or wishing to leave)
	From	To		

### Referees

Please provide two employment referees, one of whom should be your current or last employer. Offers of employment, and continuing employment, are subject to receipt of entirely satisfactory references.

Your present employer (only) will not be approached prior to an offer being made unless you give permission\*.

Name of referee	Referee's position	Employer	Tel No.	Permission to contact *
1.				<b>YES / NO</b>
2.				

## Licences

Do you hold a current full driving licence? **YES / NO**

Please give date obtained: \_\_\_\_\_

Licence Number: \_\_\_\_\_

Expiry Date of driving licence: \_\_\_\_\_

Do you hold a LGV Licence? **YES / NO**

Please give date obtained: \_\_\_\_\_

Class of LGV Licence: \_\_\_\_\_

Expiry Date of LGV licence: \_\_\_\_\_

Class of Vehicles driven recently \_\_\_\_\_

Do you have a Digital Tachograph Card? **YES / NO**

Do you hold any of the following certificates?

Hiab **YES / NO**

Bendi FLT **YES / NO**

Haz Freight **YES / NO**

Reach Truck **YES / NO**

Haz Pack **YES / NO**

Counterbalance FLT **YES / NO**

\* **Please enclose copies of all relevant licences**

## LGV Drivers CPC Training

Do you hold a valid LGV Driver Qualification Card?

**YES / NO**

Please provide the expiry date of your LGV Driver Qualification Card: \_\_\_\_\_

Have you registered your details on the DSA (on-line CPC enquiry service for professional drivers) website? **YES / NO**

Drivers can register on the DSA website at:- [www.direct.gov.uk/checkdrivercpc](http://www.direct.gov.uk/checkdrivercpc)

Please note - An offer of employment is conditional upon your providing a copy of your LGV Driver Qualification Card and our checking your CPC training record on the DSA website.

## Convictions

Have you been convicted of a criminal offence? (See below)

**YES / NO**

If YES please specify date of conviction, Court, nature of offence and sentence imposed:

Applicants are required to declare details of any criminal convictions, including motoring offences and endorsements to driving licences that are not "spent" under the Rehabilitation of Offenders Act 1974.

## Health

Are you aware of any medical condition that may affect your ability to carry out the full duties of the post for which you are applying safely and without risk to your health?

**YES / NO**

If YES please provide details: \_\_\_\_\_

Do you consider yourself to be disabled?

**YES / NO**

If YES please outline the nature and effects of your disability: \_\_\_\_\_

Will you require any adjustments to premises or working arrangements on account of your disability?

**YES / NO**

If YES please outline the adjustments you expect to require: \_\_\_\_\_

## Declaration

The details that I have provided are, to the best of my knowledge, correct. I understand that to misrepresent, omit or give false information may jeopardise any contract of employment or may lead to dismissal. I am eligible to work in the UK.

Data Protection Statement: I am aware and agree that the Malcolm Group use my personal data and this information may be used for purposes connected with recruitment and employment and will form a permanent part of my personnel record in manual and/or electronic form and may be used in connection with my employer's operational business.

Signed: \_\_\_\_\_

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