



# Wyvern Cargo

## APPLICATION FOR EMPLOYMENT

*It is our policy to employ the best qualified personnel and provide equal opportunity for the training and promotion of employees without discrimination on grounds of race, religion, nationality, disability, age, sex or marital status.*

*Applicants are requested to note that smoking is not permitted in company vehicles or on company premises, except in designated areas.*

## APPLICATION FOR EMPLOYMENT

**(PLEASE TYPE OR USE BLOCK LETTERS)**

Position applied for: \_\_\_\_\_

Date available for employment: \_\_\_\_\_ Wage/Salary required: £ \_\_\_\_\_ per \_\_\_\_\_

Prepared to work:      Full-time: YES/NO                      Part-time: YES/NO                      Shift work: YES/NO

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

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

Postcode: \_\_\_\_\_

Telephone: Private \_\_\_\_\_ Business \_\_\_\_\_

Email: \_\_\_\_\_

Marital status: \_\_\_\_\_

Details of dependent children: \_\_\_\_\_

Do you own a car?      YES/NO                      Have you a current driving licence?      PROVISIONAL / FULL / HGV / NONE

Are there any current endorsements? (Give details)

Do you smoke?      YES/NO                      Are you in good health?      YES/NO

Give details of any illnesses:

Have you any disabilities which may affect your application?      YES/NO

Describe disabilities and:

(a) any special procedures which you feel we should apply to our recruitment process to assist you in your application for the job.

(b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

Doctor's name: \_\_\_\_\_ Tel No: \_\_\_\_\_

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

Schools attended from age 11	Dates (from/to)	Examinations (subjects/results)

Further Education Place of Education	Dates (from/to)	Qualifications

Can you read or speak other languages? YES/NO

(Give details)

Working Skills	How and when trained	Licences/Certificates held
HGV Driving Lift Truck Operating Computer Operating First Aid Training Business Skills Other		

**Previous Employment**

*Include details of your most recent employment here. Use the spaces below to give details of other employment, working backwards from the most recent.*

Present/latest employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

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

Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Starting pay: £ \_\_\_\_\_ per \_\_\_\_\_ Current/finishing pay: £ \_\_\_\_\_ per \_\_\_\_\_

Job Title: \_\_\_\_\_ Duties/Responsibilities: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

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

Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Starting pay: £ \_\_\_\_\_ per \_\_\_\_\_ Finishing pay: £ \_\_\_\_\_ per \_\_\_\_\_

Job Title: \_\_\_\_\_ Duties/Responsibilities: \_\_\_\_\_

**Previous Employment (cont'd)**

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

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

\_\_\_\_\_ Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Starting pay: £ \_\_\_\_\_ per \_\_\_\_\_ Finishing pay: £ \_\_\_\_\_ per \_\_\_\_\_

Job Title: \_\_\_\_\_ Duties/Responsibilities: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

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

\_\_\_\_\_ Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Starting pay: £ \_\_\_\_\_ per \_\_\_\_\_ Finishing pay: \_\_\_\_\_ per \_\_\_\_\_

Job Title: \_\_\_\_\_ Duties/Responsibilities: \_\_\_\_\_

**General**

Interests/hobbies:

Offices held in social/sports clubs, etc:

Public offices held (e.g. JP, local councillor):

Community/voluntary organisation experience:

Membership of professional organisation or trade union:

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act)

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

If offered this position will you continue to work in any other capacity? YES/NO

If 'Yes', give details:

**Personal referees** (Please name two referees from your previous employment)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business Tel: \_\_\_\_\_ Business Tel: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_

**Details of next of kin:**

Name: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Tel: \_\_\_\_\_ (business) \_\_\_\_\_ (home)

**If another person should be contacted in an emergency, give details below:**

Name: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Tel: \_\_\_\_\_ (business) \_\_\_\_\_ (home)

**Name and address of banker: \_\_\_\_\_**

Bank Sort Code \_\_\_\_\_ Account number: \_\_\_\_\_

Name of account: \_\_\_\_\_

**National Insurance Number: \_\_\_\_\_**

**Any false statement may be sufficient for rejection or, if employed, dismissal.**

**I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information. I confirm that the information given on this form is, to the best of my knowledge, true and complete.**

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

**The following documents must be provided before any offer of employment can be confirmed:**

- (a) Passport or Full Birth Certificate**
- (b) P45 or other document showing National Insurance Number**

**For driving positions:**

- (c) Driving Licence (card and paper versions)**

**For Interviewer's Use**

Appearance: 1 2 3 4 5

General Comments:

Speech: 1 2 3 4 5

Experience: 1 2 3 4 5

General Impression: 1 2 3 4 5

(Grade 1 = top grade)

Special Training Needs:

Interviewer's Signature \_\_\_\_\_

**For Office Use**

Date job offered: \_\_\_\_\_ Job title: \_\_\_\_\_ Starting date: \_\_\_\_\_

Hours of work: \_\_\_\_\_ Pay: \_\_\_\_\_ Reporting to: \_\_\_\_\_

References taken up by: \_\_\_\_\_ Date: \_\_\_\_\_

References received from: \_\_\_\_\_ PHONE / LETTER (delete one)

\_\_\_\_\_ PHONE / LETTER (delete one)

Comments on references:

Documents photocopied: Driving licence \_\_\_\_\_ Birth certificate \_\_\_\_\_

Passport \_\_\_\_\_

Other specified documents \_\_\_\_\_

NI No: \_\_\_\_\_ P45 or P46: YES / NO

Recruitment source: \_\_\_\_\_

Employment offer noted by: \_\_\_\_\_ Date \_\_\_\_\_