



# Application Form

www.tnt.co.uk

## Section 1 - Your application

Position Applied for:

Preferred Location:

If applicable, please tick if you are able to work:

Shifts  Overtime  Weekends

When would you be able to start work with us?

## Section 2 - Your details

First Names:

Surname:

Address:

Contact Telephone No:

Mobile Telephone No:

Email Address:

Postcode:

National Insurance No:

Are you legally entitled to work in the UK?

Yes

No

As stated in the Asylum and Immigration Act 1996, we must ask for proof that you are entitled to work in the UK.

Should you be invited to attend an interview you will need to bring proof of eligibility along with you, e.g.

- Evidence of your National Insurance Number (P45, P60, National Insurance Card, old pay slip)
- Passport, work permit, certificate of registration or letter of naturalisation as a British Citizen

## Section 3 - Your driving licence details

If you are applying for a position which may require driving a vehicle on behalf of the company, please complete this section. Circle the category of vehicle you are entitled to drive, and bring your licence(s) with you to any interview.

Licence Category	Licence Number	Issue Date	Expiry Date
Ordinary(car)/Motorcycle/CI/C/C+E	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ordinary(car)/Motorcycle/CI/C/C+E	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ordinary(car)/Motorcycle/CI/C/C+E	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give details of any:

• Endorsements:

• Other driving convictions that do not carry endorsements, including those that are pending:

• Blameworthy accidents in the last 3 years:



## Section 4 - Your work experience

Please summarise your last 5 years' work experience, starting with the most recent. Include any temporary and voluntary community work, work experience, weekends and evening jobs, etc. Continue on a separate sheet if necessary or alternatively attach a copy of your CV.

Employer's Name and Address	Date from	Date to	Describe your job/duties	Salary and reason for leaving

What qualities would you bring to TNT?


Have you previously worked for TNT either directly or through an agency?

Yes

No

## Section 5 - Your qualifications

Please provide details of any qualifications you have gained.

Subject	Qualification (eg GCSE/O level, A level or equivalent, NVQ's and further education)	Date gained



## Section 6 - Your references

All employment offers at TNT are subject to satisfactory references. We require contact names for the last 3 years of employment. However, for sites operating under an aviation security programme, 5 years of references are required. If at any time during this period you were not in employment, please detail the reasons and dates using the "Gaps In Employment" box below.

**Your current employer will not be contacted without your prior consent.**

Please use an additional sheet if necessary.

### Current Employer

Name:

Company:

Position held:

Address:

Postcode:

Telephone No:

Date from:

### Previous Employer

Name:

Company:

Position held:

Address:

Postcode:

Telephone No:

Date from:

### Previous Employer

Name:

Company:

Position held:

Address:

Postcode:

Telephone No:

Date from:

### Gaps in Employment

Reason	Dates (month-year)	
	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 7 - Your health

How many days were you absent through illness or injury in the last 12 months?

If you were absent due to an injury please give details:

Do you consider yourself to have a physical or mental disability or long-term medical condition that affects you in your normal day-to-day activities (e.g. hearing impairment, diabetes etc)? Please detail:



## Section 8 - Other information

Please provide us with details of any criminal convictions which are not spent under the Rehabilitation of Offenders Act 1974. Failure to do so may result in the termination of any Contract of Employment arising from this application. Conviction of a criminal offence may prevent you being considered for certain positions.

Have you been convicted of a criminal offence in this or any other country? Yes  No

Have you been convicted of any offence under the Aviation Security Act 1982 or the Aviation and Maritime Security Act 1990? Yes  No

Date of Appearance:

Offence:

Name of Court:

Sentence:

Date of Appearance:

Offence:

Name of Court:

Sentence:

Have you ever received a caution from the police with respect to the commission of a criminal offence over the last 5 years? Yes  No

Date of Caution:

Offence:

Name of Police Force:

Have you a court appearance pending?

Date of Caution:

Offence:

Name of Police Force:

Have you a court appearance pending?

## Declaration

I declare that this information is accurate, and I accept that should 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.

Signature:

Date:

TNT is registered under the Data Protection Act 1998 to hold information about employees. The information provided on this form will be used as part of our selection process. It will be retained for a period after the selection process has been completed.

## 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 correspondence received. Your application will be processed and you will be advised of the outcome as soon as possible.

### TO BE COMPLETED BY THE INTERVIEWER

Vacancy reference number:

Date application received:

Date application acknowledged:

Shortlisted for interview: Yes  No

If not shortlisted for interview give reasons below:

Names of Interviewers:

First Interview: Yes  No  Date:

Second Interview: Yes  No  Date:

Evidence of permission to work in UK:

If not appointed after interview(s) give reasons below:

Regret letter sent: Yes  No  Date:

Offer letter sent: Yes  No  Date:

Offer accepted: Yes  No  Date:

References received: Yes  No  Date:

Security vetting received: Yes  No  Date:



## Equal Opportunities - Employee Monitoring

TNT operates an equal opportunities policy to ensure that we do not discriminate on grounds of gender, marital status, colour, race, nationality, religion, ethnic or national origin, age or disability when recruiting new people or promoting existing employees.

**We would appreciate your co-operation in completing this section of the form to help us ensure that our policy is effective.**

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Married	<input type="checkbox"/>	Single	<input type="checkbox"/>
Date of Birth <input type="text"/>			
Do you have a disability?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
I would describe my ethnic origin as:			
Bangladeshi	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Black Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White Other	<input type="checkbox"/>	White European	<input type="checkbox"/>
Other (please specify): <input type="text"/>			

If you have ticked Black Other or White Other, how would you describe yourself?

### RECRUITMENT SOURCE

How did you learn about this vacancy?  
Please tick appropriate box:

Local Press	<input type="checkbox"/>	National Press	<input type="checkbox"/>
Job Centre	<input type="checkbox"/>	Radio/TV Advert	<input type="checkbox"/>
e-recruitment	<input type="checkbox"/>	TNT Website	<input type="checkbox"/>
TNT Employee	<input type="checkbox"/>	Careers Fair/Open Day	<input type="checkbox"/>
Other (please specify): <input type="text"/>			

If referred by a TNT employee, please enter their name and location:

**Vacancy Reference Number**

(to be completed by the Company)