

Document Ref	HRRECT12
Date	15/12/2015
Version No	1
Author	Gemma Clarke
Authorised By	Alex Knowles

## Application Form

Vacancy/Position Applying for:

Please tell us how you heard about this vacancy:

### 1. Personal details

Last Name:

First Name:

Address:

  
  

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

### Driving Licence

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Do you hold a CPC License and Digicard? **Yes** **No**

### Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

### 2. Availability

Holidays Booked:

Shifts preferred:

Minimum notice needed to work:

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### 3. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

#### **Training and Development**

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

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#### 4. Employment History

**Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

**Current or most recent employer**

Name of Employer:

Address:  Postcode:

Position Held:

Date Started:  Reason for leaving:

Salary on leaving this post:  Notice Period:

**Previous employer**

Name of Employer:

Address:  Postcode:

Position Held:

Date Started:  Reason for leaving:

Salary on leaving this post:  Notice Period:

#### 5. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1	Reference 2
Name: <input type="text"/>	Name: <input type="text"/>
Job Title: <input type="text"/>	Job Title: <input type="text"/>
Organisation: <input type="text"/>	Organisation: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
Contact No: <input type="text"/>	Contact No: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
How is this person known to you: <input type="text"/>	How is this person known to you: <input type="text"/>
Do you wish to be consulted before this referee is approached Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you wish to be consulted before this referee is approached: Yes <input type="checkbox"/> No <input type="checkbox"/>

We reserve the right to contact any of your other previous employers within the last three years.



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**6. Declaration**

**Statement to be Signed by the Applicant** (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

*I agree that Knowles Transport Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.*

*I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.*

Signed:

Date:

If you return this form by email, you will be asked to sign your application at interview

**7. Interview Feedback**

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**8. Offer details**

Would you like to offer this candidate a position? Yes  No

Contractual Details:

Please offer this candidate the Position of: \_\_\_\_\_

Days of Work: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Daily working Hours: (Start time) \_\_\_\_\_ (Finish time) \_\_\_\_\_ (Total) \_\_\_\_\_

Annual Salary: £ \_\_\_\_\_ or Hourly Rate: £ \_\_\_\_\_

Duration of Contract: Permanent  Temporary  Full Time:  Part Time:

Annual leave days: 20  28  Other: \_\_\_\_\_

Any other contractual details:

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Managers Name: ..... Date: ..... Signature: .....