

Career Application Form

Please use **black ink** or **type**

Post applying for

Job title

Ref

I heard about the job through

Advertisement (*please state which newspaper etc.*)

Website (*which one*)

Job Centre (*which one*)

Shop window (*which one*)

Other source (*which one*)

Personal details (please print clearly)

Surname

Forenames

Address

Postcode

Telephone (home)

Telephone (mobile)

Email Address

Date of Birth

Disability

McColl's believes that people are disabled by barriers society places in their way and not by their own impairments. We believe that everybody has a role to play in society and we want McColl's to benefit from the widest range of talent available. Our recruitment policy aims to reflect these beliefs.

McColl's will offer interviews to any person who classifies themselves as having an impairment and who meets the criteria as detailed on the person specification.

Do you consider yourself to have an impairment?

Yes

No



Relevant qualifications or professional membership

Examination level

(eg GCSE/ 'A' Level / Degree/ NVQ)

Subject(s)

Present or most recent employment

Employer's name, address
and type of establishment

Job Title

Date started in post

Notice required

Date left if no longer employed

Postcode

Reason for leaving

Telephone

Briefly describe your main duties and responsibilities in the above job.

Past Employment

Please give details of all your previous work experience, putting the most recent first. Include any voluntary or unpaid work. Continue on a separate sheet if necessary.

Employer's name and address	Dates employed from/to month/year	Job held and brief outline of duties	Reason(s) for leaving

Training

Course title or area of training relevant to this post

Date

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Work Permit

Do you require a work permit?

Yes

No

If no, please provide your National Insurance number below

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Driving

Do you hold a current full driving licence?

Yes

No

Do you hold a current PSV driving licence?

Yes

No

Please state if you have a manual or auto licence

If you have answered yes to holding a driving licence, please state categories which can be found on the front of your licence photo card (ie B, B1, C, D, D1 etc)

How much driving experience do you have in the UK?

Car _____ (years) _____ (months)

PSV _____ (years) _____ (months)

Do you have your own transport?

Yes

No

Do you have Driver CPC Certification?

Yes

No

If yes, when are you certified until?

___ / ___ / _____

Do you hold a current HGV driving licence?

Yes

No

Do you have any current driving convictions?

Yes

No

If yes please state convictions

Are you related to/or do you have a personal relationship with any employee?

Yes

No

If yes, please state name: _____

Health & General Attendance

Please give details of the number of days and occasions you have been absent from work in the past two years as a result of ill health.

Please give details of any illness that has caused you to be absent from work for 10 or more consecutive days during the past two years.

References

Please give the names and addresses of two referees (not friends or relatives) including telephone numbers. You should ensure that personal references are not used. Where you have been unemployed or not working for a period of time it is helpful if references can be given from voluntary work/school groups or committees.

Referee

This should be your current or most recent line manager

Name
Referee's job title
Address
Postcode
Telephone
Contact before interview? Yes No

Referee

This should be a previous employer

Name
Referee's job title
Address
Postcode
Telephone
Contact before interview? Yes No

Criminal Convictions

Do you have any criminal convictions? Yes No

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working with vulnerable adults or children in which case cautions, bindovers, pending prosecutions, spent and unspent convictions must be declared.

Declaration

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements, and to assist the company in equal opportunities monitoring in respect of job applications. I agree that the company has the right to validate any of the information provided.

I understand that any false statements could result in my dismissal if appointed. I confirm that I am legally eligible to work in the United Kingdom.

Signature _____

Date _____

Please return this form to **McColl's, Block 4C, Vale of Leven Industrial Estate, Dumbarton, G82 3PD.**

Office Use Only

Date Received: ___ / ___ / _____

Application Checked and Accepted by: _____

Manager processing application: _____

If rejected, state reason: _____

Interview Date: ___ / ___ / _____ Accepted (start date): ___ / ___ / _____

Notes: _____