

K AND M HAULAGE (UK) LIMITED EMPLOYMENT APPLICATION FORM

PLEASE PRINT CLEARLY IN BLACK INK

- Complete this form fully
- Answer all questions honestly and truthfully
- Read the declaration and Data Protection Act consent
- Sign and date the form

Position Applied For _____

Where did you hear about the vacancy? _____

When would you be available to start? _____

Would you like to work full time? _____

If part time, state preferred days/hours _____

If offered this position will you continue to have any other employment? Yes No

If yes please give details _____

Are you willing to travel, if required as part of your employment? Yes No

Do you smoke? Yes No

Have you ever previously worked for us? Yes No

If yes, when and in what capacity? _____

Personal Details

Title _____ Forename(s) _____ Surname _____

Home Address _____

Post Code _____ Home Telephone _____ Mobile _____

Work telephone _____

Date of Birth _____ National Insurance no. _____

Are you legally eligible for employment in the UK in accordance with the Asylum and Immigration Act 1996 (see notes) Yes No

Do you have proof of eligibility to work in the UK? Yes No

Do you require a Work Permit to work in the UK? Yes No If yes Work Permit No _____

Do you need to register under the Workers Registration Scheme Yes No

Are there any restrictions (restrictive covenants from your current/previous employer which will affect your ability to work for the company? Yes No If yes please provide copies.

Note: To comply with The Asylum & Immigration Act 1996, if you are invited for an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant travel document or, if none of these are available two separate documents such as you full UK birth certificate and a document giving your National Insurance Number, such as P45, P46, P60 or payslip. No offer of employment will be made unless such evidence has been produced.

Are you currently receiving any medical treatment? Yes No

If Yes please give details _____

Please give details of your sickness absence from work during the last two years _____

Do you consider yourself to be disabled? Yes No

Do you have a current clean driving licence? Yes No

Private Car HGV/Commercial

If HGV/Commercial, please give class and vehicle _____

If applicable, please give details of any driving offences currently under endorsement _____

Give details of any unspent criminal convictions that you may have and are required to disclose in accordance with the exemptions from the Rehabilitation of Offenders Act 1974

If applicable, do you consent to K And M Haulage (UK) Ltd requesting an appropriate disclosure from the Criminal Records Bureau (CRB) to obtain a certificate of any criminal records you may have?

Yes No

Employment History

Please list below present and past employment, beginning with your most recent. You may attach further sheets to the form if required.

Name and Address of most recent Employer _____

Tel No. _____

Type of Business _____

From _____ To _____

Notice Period _____

Starting Salary _____

Leaving Salary _____

Full or Part Time _____

Temporary or Permanent _____

Job Title _____

Describe your key duties and responsibilities _____

Reason for leaving/wishing to leave _____

Name and Address of Employer _____

Tel No. _____

Type of Business _____

From _____ To _____

Notice Period _____

Starting Salary _____

Leaving Salary _____

Full or Part Time _____

Temporary or Permanent _____

Job Title _____

Describe your key duties and responsibilities _____

Reason for leaving _____

Name and Address of Employer _____

Tel No. _____

Type of Business _____

From _____ To _____ Notice Period _____

Starting Salary _____ Leaving Salary _____

Full or Part Time _____ Temporary or Permanent _____

Job Title _____

Describe your key duties and responsibilities _____

Reason for leaving _____

Name and Address of Employer _____

Tel No. _____ Type of Business _____

From _____ To _____ Notice Period _____

Starting Salary _____ Leaving Salary _____

Full or Part Time _____ Temporary or Permanent _____

Job Title _____

Describe your key duties and responsibilities _____

Reason for leaving _____

Please describe any other relevant work you have been involved in, e.g. voluntary, freelance, project work, etc.

Dates/Duration	Description
_____	_____
_____	_____

Education, Qualifications and Training

Beginning with the most recent events, please give details of your education, qualification and training to date.

School/Establishment/Organisation	Dates From/To	Qualifications/Grades Obtained
_____	_____	_____

Skills and Experience (Please use a separate sheet if necessary)

Outline your particular skills and experience gained in previous positions, or in activities outside work that you feel are relevant to the post for which you are applying _____

Reasons for Application Please set out below the main reasons for your application for this post and what you believe you would bring to it _____

Interests Give details of any leisure interests or hobbies you have and the depth to which these are pursued which you feel support your application

Any Other Information Please give any further information which you think may assist us in considering your application _____

References Please provide details of two referees (not relatives), preferably previous employers with whom we may make contact with regard to your application.

Name _____

Name _____

Occupation _____

Occupation _____

Address _____

Address _____

Telephone _____

Telephone _____

Capacity known to you _____

Capacity known to you _____

Have you any objection to these references being obtained prior to interview? Yes No

Declaration

I declare to the best of my knowledge and belief, the details I have given on the form are correct and that any misrepresentation by me be sufficient grounds for my dismissal if I am employed.

I understand that K And M Haulage (UK) Ltd has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at an interview and agree that such checks may be made by K And M Haulage (UK) Ltd.

I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report.

Data Protection Act 1998

I understand that K And M Haulage (UK) Ltd needs to collect data and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to K And M Haulage (UK) Ltd holding such information on file only for as long as it considers it necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by K And M Haulage (UK) Ltd for this purpose from time to time.

I understand that K And M Haulage (UK) Ltd will take all reasonable precautions at all times to guard information against unauthorised access and use.

Signed _____

Date _____

Name _____

Voluntary Information – Equal Opportunities

K And M Haulage (UK) Ltd aims to recruit staff solely on suitability for the job and merit. In order to help us monitor our commitment to equality of opportunity, it would be helpful if you would complete this section. Any information provided will be used for this purpose only and treated as confidential.

- | | | |
|---|--|--|
| <input type="checkbox"/> White – European/Irish | <input type="checkbox"/> Black – Caribbean | <input type="checkbox"/> Black African |
| <input type="checkbox"/> Black European | <input type="checkbox"/> White – UK | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Asian - Indian | <input type="checkbox"/> Asian – Other |
| <input type="checkbox"/> Asian – Pakistani | <input type="checkbox"/> Asian – Bangladeshi | <input type="checkbox"/> White – Other |
| <input type="checkbox"/> Black – Other | <input type="checkbox"/> Middle East | <input type="checkbox"/> Mixed Race (please state) |
| <input type="checkbox"/> Other (please specify _____) | | _____ |

For Office Use Only

Application evaluated by _____

Date _____

Action

1st Stage INTERVIEW Date _____

or REJECT or Hold

2nd Stage INTERVIEW Date _____

or REJECT or Hold

3rd Stage JOB OFFER Date _____

or REJECT or Hold