



JOB APPLICATION FORM

Applying for the position of:	
-------------------------------	--

TRUCKSMITH® prefers to consider applications from candidates who have completed an Application Form. A CV on its own will not normally be accepted. However, HR will accept a CV as part of an application providing the candidate has completed all sections of the Application Form in full.

Personal Information:

Surname:		Forename/s:	
Address:			
		Postcode:	
Tel No:		Email Address:	
D.O.B		NI Number:	

Employment History:

Please give full details of your previous employment and or work experience, starting with the most recent. Please ensure you highlight all relevant experience and should you need additional space, please provide details on a separate sheet of paper. Where there are gaps between jobs, please indicate why (for example: education, family commitments or unemployment).

Employer/Company name:	Position held:
Nature of business:	Date employment commenced:
Address:	Salary:
Postcode:	Date employment ended: <i>(if applicable)</i>
Reason for leaving:	
Please describe your main responsibilities, highlighting any significant achievements.	



Employer/Company name:	Position held:
Nature of business:	Date employment commenced:
Address:	Salary:
Postcode:	Date employment ended:
Reason for leaving:	
Please describe your main responsibilities, highlighting any significant achievements.	

Employer/Company name:	Position held:
Nature of business:	Date employment commenced:
Address:	Salary:
Postcode:	Date employment concluded:
Reason for leaving:	
Please describe your main responsibilities, highlighting any significant achievements.	

Driving Licence:

Do you have a current Driving Licence?	Do you own your own vehicle?
Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>

Please complete the below table to list all of your Licence/s and Driving Qualification/s relevant to this role. Gaps have been provided for additional information.

***Note** There will be a separate section further on to list other Qualification/s; this is just for driving-related information.

Licence/Qualification/s	Date obtained	Expiry date	Hours of courses attended
CPC Qualification (Please list below your 5x7hr training courses)			
1.			
2.			
3.			
4.			
C + E			
Digi Qualification			
Platform Lift			
Fork Lift			

Education, Qualifications and Training:

School/College	Qualifications/Training	Date Obtained/Attended

Health Declaration:

Please give details of any health matters of relevance to the work applied for:

Are you entitled to work in the UK?

If you do not originate from the European Community, do you have the right to work in the UK?	Y <input type="checkbox"/> N <input type="checkbox"/>
---	---

All employees are obliged to provide original documentary evidence of their right to work in the UK, prior to commencing employment.

Are there any restrictions on your right to work in the UK? If YES , please describe these restrictions:	Y <input type="checkbox"/> N <input type="checkbox"/>
--	---

Convictions:

Have you ever been convicted of a criminal offence, other than driving endorsements or disqualifications, and which is not a spent conviction within the terms of the Rehabilitation of Offences Act 1974?	Y <input type="checkbox"/> N <input type="checkbox"/>
If YES , please give details:	

Do you have any driving endorsements? If YES , please give details including when they are due to expire:

Availability:

What is your current notice period?	
Should you be selected when would you NOT be available to interview?	
Should you already have holiday booked please note the date/s here:	

Where did you see this job advertised?

Please circle: Online job board Internal agency Our website
Word of mouth Other



TRUCKSMITH® enjoys rewarding its employees when successful applicants are recommended for new positions. If a member of the **TRUCKSMITH®** team suggested this vacancy to you, please give details:

--

References:

First Referee (current employer/most recent employer):

Employer/Company name:	Name of Referee:
Referee job title/relationship to you:	Phone number:
Address:	Email address:
Postcode:	

Second Referee (previous employer):

Employer/Company name:	Name of Referee:
Referee job title/relationship to you:	Phone number:
Address:	Email address:
Postcode:	

Data Protection:

TRUCKSMITH® processes the personal data in this Application Form in accordance with the Data Protection Act 1998. The personal data will be used for the purpose of recruitment for the position specified. Personal data will also be used for the purposes of implementing and monitoring **TRUCKSMITH®** equal opportunities policies. Should you be employed by **TRUCKSMITH®** the personal data provided will be used for the purposes of employee administration (including payrolls, pensions, work management and other employee related matters). The personal data may be passed on to other members of **TRUCKSMITH®** and, if so, will be used by those members for purposes equivalent to those set out above. The personal data will not be disclosed to any other third party without your prior consent except where there is a legal requirement to do so. Should you be unsuccessful in your application, **TRUCKSMITH®** will retain your personal data for no longer than 3 months unless you state otherwise.



Equal Opportunities:

TRUCKSMITH® recognises its obligation in respect of equal opportunities. The following questions are designed to assist us in meeting these obligations.

Do you consider yourself to have a disability?		Y <input type="checkbox"/> N <input type="checkbox"/>			
If YES , please describe the nature of the disability?					
Please describe your ethnic origin		<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Oriental	<input type="checkbox"/> Asian
<input type="checkbox"/> UK European	<input type="checkbox"/> Other European	<input type="checkbox"/> Other (please specify).....			

Declaration:

(please read this carefully before signing this application)

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I confirm that by giving my verbal acceptance to any job offer will result in TRUCKSMITH® approaching the references given. I confirm that I am eligible to work in the United Kingdom and will provide the relevant proof. I also confirm authorisation for TRUCKSMITH® to take up a credit reference agency search and consent to the processing of my data for personnel purposes in accordance with the Data Protection Act 1998. In addition, due to the nature of the business I also agree that

TRUCKSMITH® as an organisation reserves the right to require me to undergo medical examination. (Should TRUCKSMITH® require further information and wish to contact my Doctor with a view to obtaining a medical report, I understand that the law requires TRUCKSMITH® to inform me of their intention and obtain my permission prior to contacting my Doctor).

Signature:		Date:	
------------	--	-------	--

Thank you for taking the time to complete our application form and for your interest in working for TRUCKSMITH®. We aim to reply to all applicants. However due to the high volume of interest in our roles it is not always possible to reply to everyone. Should you not hear from us within 2 weeks, please consider your application unsuccessful.

Please note; if your application is unsuccessful we will keep your details for up to 3 months and should a more suitable position become available we may contact you. If you would like us to keep your application for longer than 3 months, please indicate below.

- 6 months 12 months Not at all