

## JOB APPLICATION FORM

Please complete this form legibly and return it on or before the closing date specified in the advertisement to **info@roadsafetycontracts.com**

ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Late applications will not be considered. Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

### **Position: HGV Driver**

#### Applicant details

Full name	
Title (Mrs, Mr, Miss, other)	
Address	
Postcode	
Home telephone number	
Mobile telephone number	
Email address	

Do you have the right to work in the UK? <small>Note: the company will require proof of this right before an offer of employment can be confirmed to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996</small>	Yes	No
Do you have access to a car?	Yes	No
Do you have a full, current driving license?	Yes	No
If so, state date issued:		
Do you have any endorsements?	Yes	No
If yes, please provide details:		

Do you have a HGV Class 1 License?	Yes	No
If so, state date the License was issued :		
Have you any endorsements?	Yes	No
If yes, please provide details:		

## EMPLOYMENT

(Please list chronologically, starting with current or last employer for the last 10 years) **Please continue on separate sheet if necessary**

### 1. Current/most recent employer/organisation

Employer Name:		
Address:		
Line Manager:	Email:	
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		Salary:

### 2. Previous Employment

Employer Name:		
Address:		
Line Manager:	Email:	
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

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**3. Previous Employment**

Employer Name:		
Address:		
Line Manager:	Email:	
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

**4. Previous Employment**

Employer Name:		
Address:		
Line Manager:	Email:	
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

**5. Previous Employment**

Employer Name:		
Address:		
Line Manager:	Email:	
Job Title:	From:	To:
Brief description of duties:		

Reason for leaving/changing:

### EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

<i>Name of school/college/ university/training body</i>	<i>Subject studied</i>	<i>Qualification/ Level</i>	<i>Date gained</i>

### TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

<i>Training Course</i>	<i>Date</i>

### EXPERIENCE, KNOWLEDGE AND SKILLS IN SUPPORT OF APPLICATION

Please give brief details of the experience, knowledge skills that you can bring to the post. In doing so, please address each of the criteria listed in the person specification. Please continue on a separate sheet if necessary.



**DISABILITY DISCRIMINATION ACT 1995**

If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview.

**REFERENCES**

Please give name, address and position/occupation of two referees. **One must be your present or most recent employer.** References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:
Position:
Organisation:
Address:
Tel:
Nature of Relationship:

2. Name:
Position:
Organisation:
Address:
Tel:
Nature of relationship:

**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.

**DECLARATION AND SIGNATURE**

The information supplied in this application form is accurate to the best of my knowledge.

.....  
Signed

.....  
Date

How did you hear about Road Safety Contracts?  
.....

**Please complete the separate monitoring form enclosed.**

## EQUILITY OF OPPORTUNITY

Private & Confidential

*N.B. - This form is regarded as part of your application and failure to complete and return it will result in disqualification.*

We are an Equal Opportunity Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic community

Please indicate whether you are: Female  Male

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to “give false information .... in connection with the preparation of the monitoring return”