



**APPLICATION FOR EMPLOYMENT**

**HGV DRIVING**

**PRIVATE & CONFIDENTIAL**

Please complete all sections of this form carefully, in your own handwriting, in black ink. You should take care to provide as much information as possible which is relevant to the skills and experience specified. Please give examples, wherever possible to illustrate your suitability for the position applied for.

**Personal Information**

<b>Surname:</b> _____	<b>Title:</b> _____	<b>(Mr/Mrs/Miss/Ms/Other)</b>
<b>Forename (s):</b> _____		
<b>Address:</b> _____		
_____		
_____		<b>Post Code:</b> _____
<b>Tel: (Home)</b> _____	<b>Tel: (Mobile)</b> _____	
<b>National Insurance No:</b> _____	<b>Email:</b> _____	

**Driving License Information**

Do you hold a full clean UK driving licence?	<b>Yes</b>	<b>No</b>
Please attach a copy of your license record from the DVLA		
Driver Number		
License Class	Date Passed	
Give details of any endorsements:		
Give details of all road traffic collisions you have been involved in (at fault or not) whilst driving over the last 5 years:		
Please give details of any of any notices of intended prosecution against you for any Road Traffic Offences that you have aware of:		
Continue on a separate sheet if required		

**General**

Should the job require it will you:		
Travel	<b>Yes</b>	<b>No</b>
Work overtime	<b>Yes</b>	<b>No</b>
Work shifts	<b>Yes</b>	<b>No</b>
How much notice would your current employer need?	_____	
Please indicate if you are a member of the TA/Reserve Forces?	<b>Yes</b>	<b>No</b>
If yes, please give details if you are in active service	_____	

**Employment History** Please use an additional sheet if necessary.

Please give details of your employment history, starting with your current or most recent employer. Please account for any gaps in your employment history. If you have not worked before or if you have been out of work for some time, use this space to describe how you have gained the relevant experience for your application.

<b>Employers' name, address, and type of business</b>	<b>Period of Employment Month/year</b>	<b>Job Title, main duties and responsibilities (Indicate Full or Part-time)</b>	<b>Reason for leaving/Salary at time of leaving employment</b>
Current/Most Recent Employer first:			Present/Most Recent Salary first:

**Education and Work Related Skills** Please use an additional sheet if necessary.

Please give details of your education and qualifications obtained coupled with any work related skills you hold (ie. Fork Lift Truck license) starting with the most recent educational establishment attended. (Original certificates will need to be viewed)

<b>Name and address of place of study</b>	<b>Dates attended (Please indicate full or part time)</b>	<b>Subject(s)</b>	<b>Qualifications/grade obtained</b>
Current/Most Recent Education first:			

**Other Details**

**Criminal Convictions**

Do you have any criminal convictions, which are not considered "spent"? **Yes** **No**  
If yes please give full details on a separate sheet

**Absence**

How many days absence in the last 12 months? \_\_\_\_\_

How many occasions of absence in the last 12 months? \_\_\_\_\_

Dates of holiday commitments for the next 12 months \_\_\_\_\_

**Conduct**

Have you ever been subject to Disciplinary Action in the Workplace? **Yes** **No**  
If yes please give full details on a separate sheet

Have you ever been dismissed from employment other than due to redundancy? **Yes** **No**  
If yes please give full details on a separate sheet

**Work Permits**

Are you required to have a UK work visa/permit? **Yes** **No**

If yes, please give details including the expiry date of any current visa/permit \_\_\_\_\_

**References**

Please give details of two referees whom we may approach for a reference. One of them should be your current (or most recent) employer or your current educational establishment. Please indicate the earliest stage we may apply for a reference. Any offer of employment made will be subject to the receipt of references, which are satisfactory to the Company.

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Email** \_\_\_\_\_

**Capacity in which known to you:** \_\_\_\_\_

**Capacity in which known to you:** \_\_\_\_\_

## Further Information

Please make use of this section to give further information, which you consider appropriate in support of your application. Training courses and dates attended may also be included in this section. *(Please continue on a separate sheet if required)*

## Declaration

I **certify**, that to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may disqualify me from appointment or may render me liable to dismissal without notice.

I also consent to the information provided on my application being stored on a manual and/or computerised filing system in line with the Data Protection Act 1998.

Signed:

Date:

**Please return this form, marked Private and Confidential to:**

**Human Resources  
Hadleigh Park  
Grindley Lane  
Blythe Bridge  
Stoke on Trent  
Staffordshire  
ST11 9LW**

**Please ensure that you attach your completed Equal Opportunities Monitoring Form**

Panelco Limited is committed to the successful development of an equal opportunity policy in relation to the recruitment and selection of staff. To assist in the implementation and monitoring of this policy, applicants for posts with the Firm are asked to provide the information below.

**This document will be kept separate from your Application Form. The information you provide will be treated in the strictest confidence in accordance with the requirements of the Data Protection Act and will not be available to interviewers on any appointment panel.**

Where did you first hear of this vacancy?.....

**1. Ethnic Origin:** (please choose an Ethnic Group and indicate your cultural background)

<b>WHITE</b>	British: English Scottish Welsh Irish  Other White, please indicate _____
<b>MIXED</b>	White & Black Caribbean                  White & Asian                  White & Black African  Other Mixed, please indicate _____
<b>ASIAN</b> Asian British, English, Scottish or Welsh	Indian                                  Pakistani                                  Bangladeshi  Other Asian, please indicate _____
<b>BLACK</b> Black British, English, Scottish or Welsh	Caribbean                                  African  Other Black, please indicate _____
<b>CHINESE</b> Chinese British, English, Scottish, Welsh or other ethnic group	Chinese  Other Asian, please indicate _____
	Do not wish to state ethnic origin

**2. Gender:** (please tick appropriate box)

Male                                  Female

**3. Date of Birth:** \_\_\_\_\_

**4. Age:** (please tick appropriate box)

16-19                  20-29                  30-39                  40-49                  50-59                  60+

**5. Disability:** Do you have a physical or mental impairment which you consider has a “substantial and long term adverse effect on your ability to carry out normal day-to-day activities”, as described under the terms of the Disability Discrimination Act 1995? **YES/NO** If yes, please explain how (if at all) it could affect your performance at work.

.....  
 Would the provision of any aids or modification assist you in carrying out the duties of this post? **YES/NO**  
 If yes, please explain:

.....