Kemsley Fields Business Park, Sittingbourne,
Kent, ME10 2FE
T: 0845 130 5050
Email: sales@trustfirmin.com

# Application for Employment

*Please complete in your own handwriting.*

**Full Name:** _____ **Home No.:** _____

**Address:** _____ **Mobile No.:** _____

_____ **Email address:** _____

_____ **Position Rqd:** **DRIVING: Cat 'B' / Cat 'C' / Cat 'C+E'**

_____ Days _____

_____ **Position Rqd:** **OFFICE:**

**Postcode:** _____ Management _____ Administrative _____

**Have you have been referred by a Firmin employee?** ◯ Yes ◯ No

*If 'YES' please state the full name of the Firmin employee who has referred you to:* _____

**Driving licence details:** (provide copy of photocard) Please detail any Licence Endorsements (Date, Code, Points etc)

Driver Number _____ _____

Expiry of Cat B _____ _____

Expiry of Cat C1 _____ _____

Expiry of Cat C _____ _____

Expiry of Cat C+E _____ _____

**Driver Qualification Card (DQC) details:** (provide copy of DQC)

Do you currently hold a valid Driver Qualification Card (DQC)? ◯ **Yes** ◯ **No** expiry date: DD / MM / 2020

**Please note, ALL driving licences will be checked with DVLA for current validity.**

**Details of any 'fault' motoring accidents in the last 5 years:** _____

(dates, circumstances, outcome) _____

**Details of any other convictions / criminal records:** _____

(please include dates and brief explanation) _____

*Under the terms of the Rehabilitation of Offenders Act 1974, you are not obliged to disclose details of any spent convictions covered by the Act*

Please describe your general standard of health / fitness ? _____

Are there any medical issues that could affect your role? _____

(please state if any aids / adaptations would be required.) _____

_____

*As a Company, we are familiar with the provisions of the Disability Discrimination Act. We make every effort to accommodate make reasonable adjustments to enable you to perform your work duties. We are open to any suggestions you may have as to the adjustments that can be made.*

Tachographs / Drivers Hours / Working Time Regulations: *(Complete where appropriate for position applied for)*

Do you have a working knowledge of tachos and drivers hours? ◯ **Yes** ◯ **No** *(Please delete as applicable)*

Do you have a Digital Tachograph Card & know how to use it? ◯ **Yes** ◯ **No** *This is a condition of employment for class 1 or 2 driver.*

Do you have an understanding of EU Working Time Regulations? ◯ **Yes** ◯ **No**

*Do you feel you would benefit from additional training?* ◯ **Yes** ◯ **No**

*If yes, specifically in which areas ?* _____

# Education & Qualifications

*School qualifications (subject, grade and date)*

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

*Other qualifications: (i.e CPC, First Aid, Fork Lift, RSA, NVQ, etc.)*

_____ _____

_____ _____

_____ _____

_____ _____

# Experience, Qualities & Skills

*(please describe)*

_____ _____

_____ _____

_____ _____

_____ _____

# Employment History

*(include last 5 years, most recent first)*

| From: | To: | Employer (name / address) | Position held | Reason for leaving |
|---|---|---|---|---|
| | - | | | |
| | - | | | |
| | - | | | |
| | - | | | |

# Additional Comments

*(Please provide any further details or information that you feel is relevent to your application:)*

_____

_____

_____

_____

*I understand that any employment offer will be subject to the above information being correct; passing a driver assessment and pre-employment evaluation (driving roles only) and satisfactory references being obtained from former employers (when agreed). Employment offered on a 3-month probationary basis, subject to performance and conduct.*

*I consent to Alan Firmin Ltd retaining this application form and the details within it for 6 months from the date of signature*

Signed:_____ Date: DD / MM / 2020

Print: _____

(Office use only)

Interview arranged for (date & time): DD / MM / 2020 Interviewer: _____

Outcome:_____ Start date: DD / MM / 2020