



# H. Young Transport Ltd.

## APPLICATION FOR EMPLOYMENT

### GENERAL INFORMATION

Position applied for:	Location:	
Wages/ salary required £	Date available to commence employment:	
Please tick the following types of position you are looking for		
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Shift Work <input type="checkbox"/>
If you have ticked Part Time or Shift Work, please state hours you are available to work		

### PERSONAL DETAILS

Mr /Mrs/ Miss/ Ms*	Home Address:
Surname	
First Name	
Second Name(s)	
Tel. No. (home)	
Tel. No. (Mob)	Postcode:
Date of Birth	NI Number
Do you need a permit to work in the UK? <b>YES/NO*</b>	
<b>If Yes, please note you <u>must</u> provide original documents at interview</b>	
Can you provide a copy of your passport or other proof of entitlement to work in the UK? <b>YES/NO</b>	
<b>If Yes, please note you must provide your passport or proof of entitlement to work at interview</b>	
Do you hold a current UK driving licence? <b>YES/NO*</b> Provisional Licence <b>YES/NO*</b>	
<b>Please provide original driving licence at the interview</b>	
List any current or pending driving disqualifications/endorsements	
Do you own a car <b>YES/NO*</b> Other e.g. Motorcycle _____	
Driving Licence Details :- Type _____ Number _____	
Expiry Date _____	
When are you available for interview?	
Notice period required	
Do you have any holiday commitments in the next 12 months, if yes please give dates	

\* Please delete where appropriate

How would you intend to travel to work?	
Do you require any particular arrangements for interview?	
How many days absence have you had over the last two years through ill health/accidents?	
Please list any serious illness or accidents (with dates) where you have had more than a fortnight off work in the last five years	

**EDUCATION / VOCATIONAL TRAINING**

Schools/ Colleges/ Universities	Dates		Examinations	
	From	To	Subjects	Grades

**Relevant Training/Qualifications**

**E.G. FLT, CPC, H&S, First Aid**

Type of training	Date Obtained	Date Expires

**DETAILS OF CURRENT/LAST EMPLOYMENT**

Name of Company		Position, nature of work and responsibilities		
Location	From	To	Who do you report to	Job title
Current Salary	Any Bonus or other Benefits		Reason for leaving	

\* Please delete where appropriate

**PREVIOUS EMPLOYMENT Continued**

Name & address of employer	Job title & main duties & Reason for Leaving	From	To	Salary
What are your hobbies or interests?				
Have you made any previous applications or been employed by H Young Transport (to include dates, location & position)				
Do you have any relatives currently employed by the the company <b>YES/NO*</b>				
If yes name & position				
Give details of membership of any professional organisations				
If offered this position would you continue to work in any other capacity? If so please give details				

\* Please delete where appropriate

**REFERENCES**

Please complete this section giving details of two employment referees, one of whom must be your current/most recent employer. Your current employer will not be contacted without prior consent	
Name Address	Name Address
Postcode	Postcode
Tel No:	Tel No:
Occupation	Occupation

**CONVICTIONS/ SUMMONS**

Do you have any convictions/summons? YES/NO*		
Particulars of convictions and summons		
<p>If you have at any time been convicted by a Court of ANY offence (including any motoring offences) or if a summons has been issued against you, or any charge brought against you of ANY offence, which has yet been disposed of, full particulars must be given below.</p> <p>If you fail to give accurate particulars you will not be considered for employment by the Company. If already in employment you will be liable to summary dismissal</p> <p>Offences which are deemed to be "spent" under the Rehabilitation of Offenders Act 1974 need not be mentioned</p> <p>If the above does not apply to you, enter Nil in the column headed "Nature of Offence"</p>		
Date of conviction, probation order, binding over or outstanding summons or charge	Nature of Offence	Sentence or Court Order with costs (if any)

\* Please delete where appropriate

## EQUAL OPPORTUNITIES MONITORING

H Young Transport Ltd is committed to a policy of Equal Opportunities, recruiting staff on the basis of skills, qualifications and experience of the work to be performed, regardless of sex, marital status, religion, physical or mental disability or ethnic origin

To help us to ensure that our Equal Opportunities policy is being carried out could you please complete the information below by ticking the appropriate box. **This information plays no part in the selection process. It is required for monitoring purpose only.**

**SEX**                      **Male**                            **Female**     

**DATE OF BIRTH**     

### DISABILITY

Do you consider that you have a disability **YES/NO\***                      Have you ever had a disability **YES/NO\***

If yes, please confirm whether you require any reasonable adjustments to be made and, if so, specify the adjustment and how this will assist you

**The Data Protection Act 1998 (DPA) The information you provide on this application form will be processed only for the purposes of recruitment. We may contact relevant 3rd parties in order to verify certain information. Upon completion of the recruitment process if your application is unsuccessful this information will be destroyed within 6 months**

## DECLARATION

I understand that my employment with the company will be subject to the following conditions

- 1                      In order to meet the requirements of the role applied for, satisfactory completion of the medical questionnaire and any medical examination which may be required by the company
- 2                      My employment will be subject to company rules and conditions of service in force as amended from time to time
- 3                      I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and references from any liability caused by giving and receiving information
- 4                      Should any of the references prove unsatisfactory to the company, my engagement may be terminated without prior notice and upon payment only for the days worked by me
- 5                      I confirm that the information given on this form is, to the best of my knowledge, true and complete. I acknowledge that any false statement may be sufficient cause for cancelling agreements made
- 6                      The information contained in this application form and Equal Opportunities monitoring and medical form will be treated as confidential. I confirm that all information provided is accurate and complete. I also give my consent that the information provided in this form can be used for the management of the employment relationship during my employment with H Young Transport Ltd

**Signature:**                      \_\_\_\_\_ **Date:**                      \_\_\_\_\_

<p><b>Please return this form to :</b>  <b>H Young Transport Ltd</b>  <b>Units 1 - 3, Transport House</b>  <b>Wellington Park</b>  <b>Burton on Trent</b>  <b>Staffordshire</b>  <b>DE14 2TF</b></p>	<p><b>Office Use only</b>  <b>Interview date:</b>  <b>Offer:</b>    <b>Start date:</b>    <b>Recruitment source:</b></p>
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\* Please delete where appropriate