

APPLICATION FOR EMPLOYMENT

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the finished form is signed, dated and returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature.

Please either type directly in this form using Microsoft Word or print out and complete the form in black ink and BLOCK CAPITALS.

GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

POSITION APPLIED FOR:

Job title:
Department/Region:
Reference number:
Where did you see this post advertised?

1. APPLICANT'S DETAILS

Title:	First name:	Surname:

Home address:

Postcode:	
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Telephone numbers: please include full STD code

Home:

Mobile (where possible):

email address (where possible):

2. EMPLOYMENT RECORD

Please give details of your employment history for the previous ten years starting with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 5: Experience /skills.

1. Current/most recent employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		
2. Employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		
3. Employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		
4. Employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

3. EDUCATION / QUALIFICATIONS

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.

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

4. OTHER RELEVANT TRAINING, PROFESSIONAL QUALIFICATIONS OR WORK RELATED SKILLS

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.

Training Course	Date

5. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Please use A4 paper up to a maximum of two sides.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly.

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6. 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:	Address:
Organisation:	
Tel:	

2. Name:	
Position:	Address:
Organisation:	
Tel:	

7. DECLARATION AND SIGNATURE

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

The Company will process the personal data collected in the form as part of its recruitment process. The information will be held confidentially and securely. The information will be retained for a period of 6 months, after which time it will be destroyed. If your application is successful, the information provided will be retained as part of your personnel record.

Thank you for completing this form. Please return to Logistics Planning Services, Plots 1,2 Dooley Road, Felixstowe, Suffolk, IP11 3HG.

Closing date:

PERSONAL DETAILS FORM – PRIVATE & CONFIDENTIAL

Please note that it is the employee's responsibility to make sure that this information is kept up to date at all times and any changes to circumstances must be notified immediately.

Data Protection Declaration

It is our duty to inform you that whilst the Company is the data controller of all personal data collected and processed, the Company employs the services of third-party provider who processes data on its behalf. Please be advised that the personal details provided on this form will be passed onto and processed by SOS-HR Ltd for legitimate and employment purposes only.

Personal Details

Title		First Name(s)	
Last Name		Previous Last Name (if applicable)	
Address (including postcode)			
Home Phone Number		Mobile Phone Number	
E Mail Address			
I do / do not authorise the Company to send confidential documents (e.g. letters & documents relating to my employment) to the email address above. I confirm the above email address is / is not private & confidential.			
Gender M/F		Date of Birth	

Driving Licence

Full Current Driving Licence:	Yes / No
Current Endorsements:	

Emergency Contact Details

Please give us the details of the person you would like to be contacted if you have an accident/incident/emergency at work. This does not have to be a family member and can be a friend or neighbour, etc if you prefer.

Name		Relationship to you	
Address (including postcode)			
Contact Number(s)			

Doctor's Contact Details

Name of General Practitioner	
GP Address (including postcode)	
Telephone Number	

Employee Declaration

I confirm that this information provided is accurate to the best of my knowledge and ability and understand that these details will be provided to SOS-HR Ltd for legitimate and employment purposes as set out in the above Data Protection declaration.

Signed:	Dated:
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PAYROLL DETAILS FORM – PRIVATE & CONFIDENTIAL

Please note that it is the employee's responsibility to make sure that this information is kept up to date at all times and any changes to circumstances must be notified immediately.

Data Protection Declaration

The Company treats personal data collected in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Company's employee privacy notice. Please refer to the data protection policy in the Staff Handbook for full details. Please be advised that the personal details provided on this form will be passed onto and processed by SOS-HR for legitimate and employment purposes only.

Personal Details

Full Name	
National Insurance Number	
E Mail Address	

I **do / do not** authorise the Company to send payslips to the email address above. I confirm the above email address **is / is not** private & confidential.

Employee Statement (tick as appropriate)

- This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment, and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension
- This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension
- As well as my new job, I have another job or receive a State or Occupational Pension

Bank Details

Name of Bank /Building Society			
Branch Address			
Account Holder			
Sort Code		Account Number	
Roll Number (if applicable)			

Employee Declaration

I confirm that this information provided is accurate to the best of my knowledge and ability and understand that these details will be stored and provided to SOS-HR for legitimate and employment purposes as set out in the above Data Protection declaration.

Signed:	Dated:
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WORKING TIME REGULATIONS - 48 HOUR OPT-OUT AGREEMENT

Under the Working Time Regulations (WTR) you may agree to work more than 48 hours per week. If so, you are required to sign an opt-out agreement, which you have the right to revoke at any time providing you give at least seven days notice in writing to the Managing Director. This agreement will be reissued to you on an annual basis.

Please sign and return the opt-out agreement as set out below, providing you are happy to continue working beyond the 48-hour limit.

If you do not wish to continue working beyond 48 hours per week, please advise the Managing Director in writing, giving seven days' notice.

Data Protection Declaration

The Company treats personal data collected when managing your working time, health, safety & wellbeing and pay in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Company's employee privacy notice. Please refer to the data protection policy in the Staff Handbook for full details.

Agreement

I agree that I may work for more than an average of 48 hours per week indefinitely.

I acknowledge that this agreement will not constitute a variation of my contract of employment, which entitles the Company to vary my working hours and opt out of the maximum 48-hour working week.

If I wish to revoke the opt-out, I will give LPS at least seven days notice in writing to end this agreement.

Print Name:

Signed:

Dated:

MEDICAL DETAILS FORM – PRIVATE & CONFIDENTIAL

Please note that it is the employee's responsibility to make sure that this information is kept up to date at all times and any changes to circumstances must be notified immediately.

Data Protection Declaration

It is our duty to inform you that whilst the Company is the data controller of all personal data collected and processed, the Company employs the services of third-party provider who processes data on its behalf. Please be advised that the personal details provided on this form will be passed onto and processed by SOS-HR Ltd for legitimate and employment purposes only.

Personal Details

Full Name:

Equality Act

Under the description of the Equality Act do you have a disability to declare?
(If you have answered Yes, please give details below so that we can consider any reasonable adjustments that may be required)

Yes / No

Medical Conditions & Medication

Please give details of any medical conditions including allergies:

Please give details of any medication you take (in case of emergency):

Employee Declaration

I confirm that this information provided is accurate to the best of my knowledge and ability and understand that these details will be provided to SOS-HR Ltd for legitimate and employment purposes as set out in the above Data Protection declaration.

Signed:

Dated:

Driving licence information fair processing declaration form

Guidance notes for the driver – please read these notes before you fill in this form

- 1 DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows DVLA to release your data to the police and other enforcement bodies. DVLA also provide data to other parties where the law allows it. For further information about how DVLA processes your data, your rights and who to contact, see DVLA's privacy notice at www.gov.uk/dvla/privacy-policy or request a written copy by phoning 0300 790 6106.
- 2 You should only fill in this form if you have read and understood how your driving licence information will be processed by the company or companies in Section 1. The company making the enquiry must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
- 3 In some instances, the company asking for information from your driving licence record (the 'enquirer') may be requesting for the company you are connected to. The enquirer should fill in details of all the companies who will process this information in Section 1.
- 4 If your connection with the company or companies named in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the named company or companies in Section 1.
- 5 You can also view or share your driving licence information online at www.gov.uk/view-driving-licence
- 6 If the details on your driving licence are not up to date, return it to DVLA and tell them about the changes they need to make. By law, you must tell DVLA immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell DVLA about these changes.
- 7 If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at www.gov.uk/apply-online-to-replace-a-driving-licence
Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

Guidance notes for the company

- 1 You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
- 2 If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please ensure that the 'yes' boxes in Section 2 are ticked. If you have any queries about Driver CPC please contact the Driving & Vehicle Standards Agency (www.gov.uk/government/organisations/driver-and-vehicle-standards-agency).
Please note the Drivercheck Driving Licence information fair processing declaration form should not be submitted to DVSA. You can check full Driver Qualification Card (DQC) information and periodical training information at www.gov.uk/check-your-driver-cpc-periodic-training-hours
- 3 You must tell DVLA the reason for requesting the driving licence information in Section 2. You must only use this information for this reason. If you do not provide enough information or do not make sure this form is signed by the driver, it will become invalid and will be rejected. We will carry out checks to verify the information you provide.
- 4 DVLA has a duty under data protection law to protect personal information. To ensure adequate protection, DVLA requires that the driver (the data subject) is informed and understands how their driving licence information will be processed.
- 5 DVLA will only release driving licence information to confirm entitlement to drive and holds it in accordance with data protection law. Data controllers must comply with any notification requirements under data protection law. Driving licence information must be requested and processed in accordance with the terms and conditions stated in the ADD (Access to Driver Data) Contract.
- 6 It is an offence to unlawfully obtain personal data which is contrary to data protection law. The penalties for these offences are fines issued in the magistrates' court or Crown Court.
- 7 If DVLA receive a legitimate complaint about information obtained unlawfully, DVLA may pass it on to the Information Commissioner. If DVLA has evidence that information has been obtained or used inappropriately, DVLA can refuse all future requests.

Driving licence information fair processing declaration form

IMPORTANT: Please read the notes over the page before filling in this form and write clearly in **black ink** using CAPITAL LETTERS.

1. Company details (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

Company name and address (the company):

Drivercheck Ltd

Garscadden House

3 Dalsetter Crescent

Glasgow

Postcode: G 1 5 8 T G

Account number: J 0 2 1

Reference number:

Are you making an enquiry on behalf of another company? Yes No

If yes, please give the company name below:
Logistics Planning Services Ltd

2. Reason for processing information (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

To Drive on Company Associated Business

Do you need CPC information? Yes No Do you need tachograph information? Yes No

3. Driver details (to be filled in by the driver):

Surname:

First name:

Middle name(s):

Date of birth:

Current address:

Line 1

Line 2

Line 3

Post town

Postcode:

Driver licence number:

Address on licence (if different):*

Line 1

Line 2

Line 3

Post town

Postcode:

* You must tell DVLA about any changes to your address. If you don't, you could be fined up to £1,000.

4. Driver information fair processing declaration (to be filled in by the driver):

IMPORTANT: Please read the notes over the page before signing this form. Do not sign if Sections 1 and 2 are not filled in.

Declaration:

I am the person referred to in Section 3. I understand the company or companies listed in Section 1 will ask DVLA for my driver record information, as and when they require, for the purpose set out in Section 2.

I understand DVLA will disclose to the company or companies in Section 1 all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant), photo images, Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate).

This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

SIGNATURE:

DATE:

CRIMINAL RECORD DECLARATION FORM – PRIVATE & CONFIDENTIAL

This form must be completed by all applicants. The Company will process the personal data collected in the form as part of its recruitment process and will be held confidentially and securely. The information disclosed on this form will not be kept with your application form during the recruitment process. The information will be retained for a period of 6 months, after which time it will be destroyed.

Policy statement on recruiting applicants with criminal records

We recognise the contribution that ex-offenders can make as employees and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

Please also be aware that some of our client/customer base may require additional security checks or disclosures to be carried out on employees or contractors visiting their premises and if an assignment or contract requires this we will notify affected parties in advance.

Surname:		Forename:	
<p>This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact Nacro for further advice.</p>			
<p>Do you have any unspent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>If you have answered yes, you now have two options on how to disclose your criminal record.</p>			
<p>Option 1: Please provide details of your criminal record in the space below (additional space on reverse).</p>			
<p>Option 2: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the post.</p>			
<p>I have attached details of my conviction separately _____ (Please mark with an X if appropriate.)</p>			

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role/assignment at Logistic Planning Services.

Signed:

Date:

Please return this form to: Martin Hazelwood in an envelope MARKED STRICTLY PRIVATE & CONFIDENTIAL

TEMPLATE