

Post Applied for:

Location:

Job Application Form

Closing Date:

Interview Date:

Please complete this form fully using black ink or type. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

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Daytime Telephone No:

Driver Card No (DB No):

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Mobile Telephone No:

E-mail address:

If you are successful you will be required to provide relevant evidence of the following details prior to your appointment.

Driving License – if relevant to post applied for.

Do you hold a full, clean driving license valid in the UK?

Yes

No

License Endorsements – Do you have any endorsements on your license? – if yes, please list:

Yes

No

License Categories – If relevant, please state categories on license including any current ADR classes:

HGV Experience – If relevant to post - do you have HGV experience? If yes, please list (e.g. tankers, tippers, vans, flatbeds etc):

Yes

No

Driver CPC – If relevant to post - How many hours DCPC do you currently hold?

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service
(if no longer employed):

Reason for leaving
(if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Please list languages spoken and level of competence

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course
Continue on a separate sheet if necessary	

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the role and information relating to why you should be appointed. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?

Yes

No

Continued on next sheet

If yes, please give details / dates of offence(s) and sentence:

Section 8 Disclosure

A Disclosure is a document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers to make safer recruitment decisions. Some posts within the organisation require this check to be carried out prior to employment.

Disclosure

Are you happy for a Basic Disclosure check to be carried out

Yes

No

Section 9 References

Please give the names and addresses of your two most recent employers. If you are unable to do this, please clearly outline who your references are.

Reference 1	
Name:	
Position (job title):	
Work Relationship:	
Organisation:	
Address:	
Postcode	
Telephone N ^o :	
E-mail:	

Reference 2	
Name:	
Position (job title):	
Work Relationship:	
Organisation:	
Address:	
Postcode	
Telephone N ^o :	
E-mail:	

Are you willing for this referee to be approached prior to the interview? Yes No

Are you willing for this referee to be approached prior to the interview? Yes No

Have you ever worked for this company before?
If so, please give details:

Yes No

Section 12 Declaration

A. Statement to be Signed by the Applicant

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Signed:

Date:

Where did you hear about this vacancy?

RETURNING THIS FORM



By Hand or Post:
Human Resources
McPherson Ltd
Fisherton Garage
Aberlour
Banffshire
AB38 9LB

By E-Mail:
vacancies@mcpherson.ltd.uk

Enquiries:
Telephone: 01340 871401



DVLA DRIVING LICENCE CHANGES

DVLA no longer issue the paper counterpart with the photo-card driving licence for new drivers and drivers who make changes to their licence, i.e. change of address.

This means that there is a legal requirement for the QHSE department to conduct online checks of all drivers' licences for all categories, including penalties. For us to be able to do this, we will require your written permission to access this information on the DVLA database.

Therefore, you are required to complete the contents of the form overleaf, sign it to give the QHSE department at Aberlour your authority to conduct these checks.

This request is a 100% requirement for all drivers and a legal obligation for the company, which will be followed up until completion, is achieved.

If you require any further assistance on this matter, please do not hesitate to contact me.

Richie May
QHSE Manager

Drivers Authority to check their Driving Licence Form

You are required to complete the contents of this form, sign it and return this permission slip to the QHSE department at Aberlour to give your authority to conduct these checks.

Driving Licence Number: _____

National Insurance Number: _____

Postcode: _____

Please make sure that you provide the correct information for the above requirements.

By signing this document, I give permission for the QHSE Department, McPherson Ltd to access my driving records by using the information above:

Signature: _____

Print Name: _____

Date: _____