

Application Form

APPLICATION FOR EMPLOYMENT (Please complete in your own handwriting. If you are unable to complete in your own handwriting, please state reason and name of helper)

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment.

POSITION APPLIED FOR

LOCATION

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Section 1 : PERSONAL DETAILS

Surname/Family name:

Forenames:

Address (inc Post Code):

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Daytime Telephone Number:

Evening Telephone Number:

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Do you have any friends/relatives working for Culina Logistics? If yes, please provide details:

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PREVIOUS APPLICATIONS / EMPLOYMENT

Have you applied or previously been employed by Culina Logistics? Please provide details:

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Section 2 : EDUCATION / TRAINING / QUALIFICATIONS

(List details of further / Higher Education / Vocational Qualifications eg. GCSE's, NVQ's, Apprenticeship, 'A' levels, Degrees, etc.) *Please use the back page if additional space is needed.*

Secondary School / College / University / etc.	Qualifications obtained	Subject	Grades

MEMBERSHIP OF PROFESSIONAL BODIES

Awarding body	Grade of membership

OTHER SKILLS

Any other skills that may be relevant to the job for which you have applied, such as languages spoken/ written (please indicate degree of competence).

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Please indicate any current licences you hold and how long you have held them.

Full yrs mths

LGV Class 1 yrs mths

Provisional yrs mths

Fork Lift yrs mths

Reach / Counter Balance (Delete as appropriate)

Do you have any current endorsements? (Give details)

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Section 3 : RECORD OF EMPLOYMENT

Please give full details of current and previous employment including, vocational work or industrial placements, where applicable (please give most recent employment details first)

Please use page 6 if additional space is needed.

Name and address of Employer

Duration of Employment

Position held with brief description of duties

Salary
(include details of additional remuneration ie Overtime / bonus)

Reason for Leaving

Name and address of Employer

Duration of Employment

Position held with brief description of duties

Salary
(include details of additional remuneration ie Overtime / bonus)

Reason for Leaving

Name and address of Employer

Duration of Employment

Position held with brief description of duties

Salary
(include details of additional remuneration ie Overtime / bonus)

Reason for Leaving

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Duration of Employment

Position held with brief description of duties

Salary
(include details of additional remuneration ie Overtime / bonus)

Reason for Leaving

Section 4 : EMPLOYERS REFERENCES

All appointments are subject to the receipt of references satisfactory to the company. Please provide details of two appropriate referees to whom confidential enquires may be made. These should preferably be:

1. Your current (or most recent employer) **AND**
2. A previous employer

If you are unable to do this please provide - as appropriate - the names of a school or personal referee. (These should not be related to you).

First Referee

1. Name

Position

Company Name

Address

Contact Tel No.

Second Referee

2. Name

Position

Company Name

Address

Contact Tel No.

Please indicate your relationship to these individuals and how they are qualified to comment on your work abilities.

1.

2.

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Please state whether we may approach these referees at any time or only after an offer of employment has been made (tick as appropriate)

At any time

Only after offer

At any time

Only after offer

Section 5 : OTHER INFORMATION

Do you have any armed service or public duties commitments (eg. Territorial Army, JP/councillor etc)?
If yes, please give details.

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What are your hobbies/interests?

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Have you ever received a caution or been convicted by a court of any offence?
(DO NOT include convictions, which are spent by virtue of the provision of the rehabilitation of Offenders Act 1974).

YES NO

IF YES, please give details below including date, court and nature of offence.

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Please provide here any other information that may assist application, including why you believe yourself to be suitable for this job.

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Do you have a physical, mental or sensory impairment which could:

- a) Prevent you from attending at interview or otherwise affect you during the recruitment process?
- b) Impede your ability to carry out the various duties of the job for which you are applying?

If you have answered 'yes' to a) or b) above, please provide relevant details and confirm any reasonable adjustments which you believe the company could make in order to facilitate your attendance at interview and/or help you fulfill the requirements of the position for which you are applying.

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Section 6: DECLARATION

- I declare that to the best of my knowledge and belief, all particulars I have given are complete and true.
- I understand that if I am employed and it is subsequently revealed that I have made false statements or omissions on this application form, it will be considered cause for dismissal.
- Where the application is successful the company may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. By signing this form you will be providing the company with your consent to these uses.
- Commencement of, and ongoing employment is subject to compliance with the company substance misuse policy.
- By signing and returning this application form, you consent to the company keeping information about you provided by you or third parties, such as referees, relating to your application or future employment.

Signed: Date:

