

## APPLICATION FOR EMPLOYMENT

### PRIVATE & CONFIDENTIAL

Please complete fully in **black** ink and **block** capitals. Incomplete application forms will be rejected at short-listing stage.

<b>Reference No:</b>	HGV/G/12/25	<b>To be returned by:</b>	06/01/2025
<b>Position applied for: HGV Driver – Class 2</b>			
<b>Location of position applied for: Craigmore Road, Garvagh</b>			

### PERSONAL DETAILS

Mr / Mrs / Miss / Ms Please delete as appropriate	Forenames:	Surname:
Maiden name or names previously known by:		National Insurance No:
Home Address:		
Contact Telephone Number (s):		
E-mail Address:		
Currently Employed:	YES / NO	Notice Required:

### ESSENTIAL CRITERIA

Please answer the following questions in support of your application. **Circle as appropriate.**

Do you hold a valid HGV License? Category C	YES / NO
Do you hold a Digital Tachograph Card and Full Driver CPC?	YES / NO
Do you hold a Full UK Driving License (max 6 penalty points)?	YES / NO
Do you have a min. of 6 months HGV driving experience?	YES / NO
Are you familiar with the principles of manual handling?	YES / NO
Do you have a flexible approach to working hours inc. finish time, weekends & bank holidays?	YES / NO
Do you have good knowledge of driver's hours, rules & regulations?	YES / NO
Do you have excellent customer service skills and are a team player?	YES / NO
Do you have good communication skills (both written & verbal)?	YES / NO
<b>Desirable</b> – do you have a least 1 year's HGV driving experience?	YES / NO

## EMPLOYMENT HISTORY

Please list all your work history since completing full-time education, beginning with your present or most recent position.

Dates		Name of employer, address and nature of business	Position and main responsibilities	Starting & leaving salary	Reason for wanting to leave
From	To				

## INFORMATION IN SUPPORT OF YOUR APPLICATION

Please provide any additional information that you believe is relevant in support of your application, including any additional qualifications, training or professional qualifications attained.

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**Please continue on a separate sheet if necessary, using the same format as above**  
**N.B. - All gaps in employment history must be accounted for**

## REFERENCES

Please give the names of two referees, (not relatives) both of whom should be familiar with your work, one of which should normally be your current/or most recent employer and the other a previous employer.

Name:	Name:
Address:	Address:
Tel. No.:	Tel. No.:
Occupation:	Occupation:
Do we have your permission to contact this referee:	Do we have your permission to contact this referee:
• At any time Y / N	• At any time Y / N
• Only when a provisional job offer has been made Y / N	• Only when a provisional job offer has been made Y / N
In line with the Asylum & Immigration Act 1996, applicants must be eligible to live and work in the UK without restrictions. Do you have the right to take up employment in the United Kingdom? YES/NO	
Do you require a Work Permit or Workers Registration? YES/NO	
If yes please provide details.	
Have you ever previously been employed by this company? YES/NO	
(If Yes please give details)	

**A candidate found to have knowingly given false information or to have willfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.**

I declare that to the best of my knowledge and belief all the foregoing statements are true and complete.

Signature of applicant:\_\_\_\_\_

Date: \_\_\_\_\_

## CANVASSING WILL DISQUALIFY

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

How did you hear about this position? **(Please tick all that apply)**

Company website		Job Centre/Job Centre Online	
Company social media		NI Jobs	
3 <sup>rd</sup> Party social media		Word of mouth	
Other (Please specify)			

### **Privacy Notice**

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. Further to this, if successful and upon appointment to the role, we will use your personal details including the email address provided, to both register you for any scheduled training on our LMS software and update your details on our Company software. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don't.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

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