

CONFIDENTIAL APPLICATION FORM



Please complete this form and return to:

**THE HR ADMINISTRATOR
TRANSLINC LTD
JARVIS HOUSE
157 SADLER ROAD
LINCOLN
LN6 3RS**



JOB APPLIED FOR: _____

POST REF: _____ LOCATION: _____

PERSONAL DETAILS (USE BLOCK LETTERS)

TITLE: Mr / Mrs / Miss/ Ms

SURNAME: _____ FORENAMES: _____

ADDRESS: _____

_____ POSTCODE: _____

TEL NO: HOME: _____ MOBILE: _____

EMAIL ADDRESS: _____

Do you hold a current driving licence?

YES/NO Expiry date: _____ Country of issue: _____

Do you hold a PCV licence?

YES/NO Expiry date: _____

Categories held: _____

Do you hold any other licence e.g LGV, HGV?

YES/NO Expiry date: _____

Categories held: _____

Give details of any endorsements shown:

For Office Use Only

Date Received:

Date Acknowledged

TL/4 (July 08)

EMPLOYMENT HISTORY

Please give details of your employment history starting with your most recent employer. You may continue on a separate sheet of paper if required.

Current Employer: _____ Job Title: _____

From: _____ To: _____ Salary: _____

Notice Period: _____ Reason for leaving: _____

Main Duties

Previous Employer	Job Title	From Month/Year	To Month/Year	Main Duties

EDUCATION

You may be asked to provide evidence of any qualifications entered on this form before employment is offered. Please give details of both academic and vocational qualifications.

College or other establishment	From	To	Qualification/Level

SUPPORTING EVIDENCE

Please give any evidence to support your application, i.e. examples of how you meet the criteria specified for this post. You may continue on a separate sheet of paper if required.

REFEREES

We may ask for references from current and past employers. Please give details below of the appropriate person to contact in your current or last employment. If you are, or were self employed, the referee should be a person who knows you in a business capacity. If you have not recently been employed, please give the name of a person who knows you as a helper or volunteer or, if you are a school leaver, your headteacher.

NAME: _____ JOB TITLE: _____

ADDRESS: _____

POSTCODE: _____

TELEPHONE NO: _____ EMAIL: _____

References will normally be taken up after short listing and before interview. Do you object to us contacting your referee at that time?

PLEASE TICK THE APPROPRIATE BOX:

I GIVE CONSENT FOR TRANSLINC LTD TO SEEK INFORMATION ABOUT MY EMPLOYMENT, INCLUDING DETAILS OF SICKNESS, ABSENCE AND DISCIPLINE FROM CURRENT OR PREVIOUS EMPLOYERS PRIOR TO INTERVIEW.

YES

NO

I GIVE CONSENT FOR TRANSLINC LTD TO SEEK INFORMATION ABOUT MY EMPLOYMENT FROM MY CURRENT OR PREVIOUS EMPLOYERS AFTER OFFER OF EMPLOYMENT.

YES

NO

Signed: _____

Print: _____

Date: _____

DECLARATION

If we employ you and then find that you have not answered honestly any section of this form, you could be dismissed or disciplined by the Company.

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read, or had explained to me and understood all the questions on the form.
3. I have understood that under legislation for the Protection of Children (if the post I am applying for will have access to children or other vulnerable people) I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of any criminal record before employment will be considered.
4. I understand the information on this form will be processed within TransLinc, in accordance with the Data Protection Act 1988, for the purposes of recruitment and selection.
5. I understand that my reference will be taken up either before interview or, if I do not wish my employer to be contacted at that time, at a later time to be agreed.

SIGNED: _____

DATE: _____

If you wish us to acknowledge your application and notify you of the result, please enclose two stamped self addressed envelopes. Alternatively, check this box if you would prefer an email acknowledgement.



If you have a disability that makes it difficult to complete this form, please contact the HR department. If you are invited for interview you will be asked to tell us about any special requirements you have in relation to the interview.

TransLinc is an Equal Opportunity employer. We operate a policy which aims to ensure that there is no unfair discrimination in our recruitment and employment process. In order to help us check the effectiveness of the policy, please provide us with the information below.

This information is confidential and does not form part of your application. This sheet will be detached from your application form when it is received and the information will not be taken into account when making the appointment.

JOB APPLIED FOR: _____ POST REF: _____

TITLE: Mr / Mrs / Miss/ Ms ARE YOU: MALE / FEMALE

SURNAME: _____ FORENAMES: _____

PREVIOUS SURNAME(S): _____

DATE OF BIRTH: _____ DO YOU CONSIDER THAT YOU HAVE A DISABILITY?: **Y/N**

PLEASE STATE WHERE YOU HEARD OF THIS VACANCY: _____

WHAT IS YOUR ETHNIC GROUP?

Choose **ONE** section from A to E then tick the appropriate box to indicate your ethnic group.

A: WHITE

- British
- Other White background (please specify)

B: MIXED

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed background (please specify)

C: ASIAN OR ASIAN BRITISH

- Indian
- Pakistani
- Bangladeshi
- Other Asian background (please specify)

D: BLACK OR BLACK BRITISH

- Caribbean
- African
- Other Black background (please specify)

E: CHINESE OR OTHER ETHNIC GROUP

- Chinese
- Other background (please specify)

Have you ever been convicted of a criminal offence or received a caution or are you at present the subject of criminal charges?
YES / NO

If **YES**, please submit any details in writing to the HR Manager in an envelope marked "Private and Confidential". The information you provide will be treated sensitively and in confidence.

The job description issued with this form will tell you if the post for which you are applying is exempt from the provisions of Section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975.

If the post is covered by that order, you must not withhold information about convictions including juvenile offences, which for other purposes are 'spent' under the Act.