

Please return to the HR & Payroll Department
Gregory Distribution Ltd, North Park, NORTH TAWTON, Devon EX20 2EB

APPLICATION FOR EMPLOYMENT

• Please use **black** ink and CAPITAL LETTERS.

Where tick boxes appear, please tick () all those that apply.

JOB TITLE DEPOT APPLICATION SOURCE

PERSONAL DETAILS

Title Mr Mrs Miss Ms Other

First Names(s)

Surname

Address

Postcode Telephone No

Email Address: Mobile Tel No

National Insurance Number Nationality

Are there any restrictions on your continued residence or employment in the UK?

YES NO
If yes, please give details:

EDUCATION

	Name and address	Qualifications Gained / Examinations Passed
School	<input type="text"/>	<input type="text"/>
University or College	<input type="text"/>	<input type="text"/>

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CAREER HISTORY

- Please give details of your last three employers **starting with your latest employer**.
- Please complete this section regardless of whether or not you have enclosed your CV.

Dates of Employment	From	/	/	to	/	/
Name of Employer						
Full Address of Employer						
Nature of Business						
Position Held						
Main Duties and Responsibilities						
Reason for Leaving				Final Salary		

Dates of Employment	From	/	/	to	/	/
Name of Employer						
Full Address of Employer						
Nature of Business						
Position Held						
Main Duties and Responsibilities						
Reason for Leaving				Final Salary		

Dates of Employment	From	/	/	to	/	/
Name of Employer						
Full Address of Employer						
Nature of Business						
Position Held						
Main Duties and Responsibilities						
Reason for Leaving				Final Salary		

Please continued on a separate sheet of paper if necessary

INTERESTS AND ACTIVITIES (INCLUDING POSITIONS OF RESPONSIBILITY):

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PLEASE STATE WHY YOU ARE APPLYING FOR THIS POSITION:

RECRUITMENT AGENCIES

Are you currently registered with a Recruitment agency? **YES / NO**

Have you been registered with a Recruitment agency in the last 12 months? **YES / NO**

Have you worked for our group of companies through an agency in the last 12 months? **YES / NO**
(If yes, please give details of each agency)

NAME		
ADDRESS		
TEL		
DATES	FROM	TO

NAME		
ADDRESS		
TEL		
DATES	FROM	TO

(Please continue on a separate sheet if necessary)

QUALIFICATIONS & TRAINING

Which of the following driving licences do you hold - (circle those that apply):

CAR – YES/NO - FULL/PROVISIONAL LGV – YES/NO - C, CE, C1, C1E, other: _____
(If LGV, please complete DCPC part below)

Do you hold a Driver **CPC** qualification card - **YES/NO** If yes, when does it expire?.....

How many hours have you completed towards your next **DCPC – 0 – 7 – 14 – 21 – 28 – 35 (circle which applies)**

Other qualifications and professional membership details (e.g. ADR; FLT; NVQ; First Aid; H&S):

Please give details, including dates, of any other training you have undertaken during the course of your career:

GENERAL

What period of notice does your employer require?

Have you worked for our group of companies before? **YES / NO**
(If yes, what post and when?)

Do any of your relations work for any of our companies or another Transport company? **YES / NO**

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DECLARATION

Under the Rehabilitation of Offenders Act 1974, you are required by Law to disclose any or all unspent convictions. Do you have any previous unspent convictions? **YES/NO** (Please include any driving offences) If **yes**, please give details.

Offence:	Date:	Penalty
Offence:	Date:	Penalty

Data Protection Statement & Declaration

To be completed by ALL applicants

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you provide will be used in confidence to help us monitor our recruitment processes and, unless otherwise stated, may be held and used by our group of companies to enable us to consider you for other suitable vacancies. In the event that you do not wish us to retain your information on file for these purposes, please let us know. If you take up a position with us, the information provided will be used in the administration of your employment within our companies. If there is a complaint or legal challenge relevant to this recruitment process, the information may be disclosed to, or checked with, third parties or against other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you agree to the processing of your sensitive personal data (as described above) in accordance with our companies' registration with the Data Protection Commissioner.

I declare that the information I have given in this application is complete, accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. In the event of being offered a position, I agree to submit a medical examination if required and agree to references being taken up.

Signed:

Date:

The following pages will be detached from your application prior to it being considered as they contain information that is strictly Private and Confidential

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NAME:

POSITION APPLIED FOR:

REFERENCES

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (eg tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application.

CURRENT/LAST EMPLOYMENT	PREVIOUS EMPLOYMENT
Name	Name
Job title	Job title
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email
Position held in relation to you (eg line manager)	Position held in relation to you (eg line manager)
Job held by you and dates	Job held by you and dates
Referee can be contacted prior to offer being made? YES/NO	Referee can be contacted prior to offer being made? YES/NO

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EQUAL OPPORTUNITIES MONITORING

We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunity policy, and for no other reason, please answer the following questions. (Tick box where appropriate.)

SEX

MALE FEMALE PREFER NOT TO SAY

AGE

16-18 YRS 19-21 YRS 22-34YRS 35-44 YRS 45-54 YRS 55-64 YRS

65 YRS AND OVER PREFER NOT TO SAY

MARITAL STATUS

SINGLE MARRIED / CIVIL PARTNERSHIP CO-HABITATING OTHER PREFER NOT TO SAY

DISABILITY

Do you consider that you have a disability?

YES NO PREFER NOT TO SAY

If YES, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary).

RACE

Please make sure that you read all the categories and then tick the box that applies to you.

White: BRITISH IRISH ANY OTHER WHITE BACKGROUND (*please specify*):

Mixed race: WHITE AND BLACK CARIBBEAN WHITE AND BLACK AFRICAN WHITE AND ASIAN
ANY OTHER MIXED BACKGROUND (*please specify*):

Asian or Asian British: INDIAN PAKISTANI BANGLADESHI
ANY OTHER ASIAN BACKGROUND (*please specify*):

Black or Black British: CARIBBEAN AFRICAN ANY OTHER BLACK BACKGROUND (*please specify*):

Chinese or other ethnic: CHINESE ANY OTHER (*please specify*):

Prefer not to say:

SEXUAL ORIENTATION

LESBIAN / GAY BI-SEXUAL HETEROSEXUAL PREFER NOT TO SAY

RELIGION

CHRISTIAN - ORTHODOX CHRISTIAN - PROTESTANT CHRISTIAN - ROMAN CATHOLIC

BUDDHIST HINDU JEWISH MUSLIM SIKH

ANY OTHER RELIGION (*please specify*): PREFER NOT TO SAY