



# Application Form

Private and confidential

## Source of application

Newspaper

Leaflet

Website

Word of mouth

Other (Please specify)

## Vacancy Details

Position Applied for or Job ID No.

Location (first choice)

Location (second choice)

Why do you want to join Speedy Hire?

## Personal Details

Name

Address

Postcode

Mobile telephone number

Home telephone number

Email address

NI number

## General

Are there any restrictions to your residence in the UK which might affect your right to take up employment here?  Yes  No

If **yes** please give details

Have you been convicted of an offence that has not been 'spent' as designated by the Rehabilitation of Offenders Act (1974)?

Yes  No

If **yes** please give details

Do you hold a current driving licence?  Yes  No

Please specify licence no. & type e.g. motor car, HGV

Please give details of any driving endorsements/points including those pending

Are there any reasonable adjustments that may be required to be made should you be invited to an interview?

### Present/Most Recent Employment

Please give details of all jobs held including part-time and unpaid work

Employer (Name and Full Address)	Dates From	To	Tel no	Jobs held/ Key achievements	Reason for leaving

Employer (Name and Full Address)	Dates From	To	Tel no	Jobs held/ Key achievements	Reason for leaving

Employer (Name and Full Address)	Dates From	To	Tel no	Jobs held/ Key achievements	Reason for leaving

Please continue on a separate sheet if necessary, please also record any gaps in employment on a separate sheet and attach to the back of this form.

## Qualifications (including industry related)

(please continue on a separate sheet if necessary)

Subject/Qualification	Level	Grade

## Personal Qualities & Skills

Please provide us with any skills or attributes that may assist your application.

(please continue on another sheet if necessary)

## Data Protection Statement

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 give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us, and to provide you with information about us or third parties via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with 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 we will be assuming that you agree to the processing of sensitive personal data (as described above).

## Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in dismissal.

Signature

Date

Thanks for taking the time to complete our application form, please spare us a few more minutes to complete the Equal Opportunities statement.



# Equal Opportunities Monitoring

This section of the form will be detached from your application and will be solely used for monitoring purposes.

Speedy Hire Plc recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief.

We therefore welcome applications from all sections of the community.

Position applied for:

## Are you

Asian or Asian British:

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

Black or Black British:

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

Mixed:

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

White

- British
- Irish
- Other (please specify below)

Other Ethnic Group:

- Other Ethnic group (please specify below)

Gender (please specify)

Date of Birth DD : MM : YYYY

Do you consider yourself to have a disability:  Yes or  No

If you wish, you may disclose information about your religious status or sexual orientation in this section:

If you prefer to return this section independently to your application please place in another envelope and post to the same address.