

APPLICATION FORM

DATA PROTECTION

Please be assured that all information disclosed in this questionnaire will be treated in the strictest confidence and will only be used for the purposes detailed in the Data Protection Act 1998.

CONFIDENTIALITY AND LIABILITY

The questionnaire below should be completed as fully as possible. All questions must be answered. The information you provide will be treated in strictest confidence.

In completing the questionnaire you are responsible for the accuracy of your statements. If information is withheld, suppressed, is deliberately misleading or false, you will not be considered for employment by the Company. If these failures are established after you have been employed or are already in training you will be liable to instant dismissal.

COMMUNICATIONS

Please tick this box if you do not wish to be contacted regarding company news and notices.

OFFICE USE ONLY

Interviewer name	
Date	
Recommendations, remarks and comments	
Applicant was made aware and understands the requirements of the role for which they have applied	Yes / No

APPLICATION DETAILS

Please complete in BLOCK CAPITALS

PLEASE SELECT THE POSITION YOU ARE INTERESTING IN APPLYING.

For apprenticeship applications, please visit www.downton.co.uk/apprenticeship and download the apprenticeship application form.

NON-HAULAGE

- Traffic Planning
- Administration
- Warehouse Operative
- Finance
- Other - please specify below

GENERAL HAULAGE

- Nights
- Days
- Tramping
- 4 On 4 Off

PLEASE TELL US WHERE YOU FIRST HEARD ABOUT THE VACANCY

- Facebook
- Twitter
- Linked In
- Instagram
- Event - please specify below
- Total Jobs
- Recruitment Agency
- Google (or other search engine)
- www.downton.co.uk
- Other - please specify below

PERSONAL DETAILS

Surname		
First name		
National Insurance number		
Present address		
Telephone number		
Email address		
Passport or birth certificate number (Original is to be presented if appointed)		
Next of kin name		
Next of kin address		
Next of kin telephone number		
Details of any road accidents you have been involved in (driver applicants only)		Dates:

EDUCATION AND INDUSTRY TRAINING

SCHOOLS AND COLLEGES ATTENDED SINCE AGE 11

Dates		School / college	Qualifications attained			
From	To		Year taken	Level	Subjects	Grades

APPRENTICESHIPS AND TECHNICAL TRAINING RECEIVED

Dates		School / college	Qualifications attained			
From	To		Year taken	Level	Subjects	Grades

LICENCE INFORMATION

Driving licences held	Y / N			
Ordinary driving licence	Licence no:		Expiry date:	
LGV Licences	CAT C	Date of Test:		
	C + E	Date of Test:		
		Tick all that you attain	RIITB, ITTSAR or other number	Expiry date
Fork Lift Certificates	Counter Balance			
	Lorry Mounted			
	Reach Truck			
Do you have any other type of licence? If yes, please provide details				
Driver qualification card expiry date			Digital tacho card expiry date	
Do you currently have any points on your license(s). If so, please provide details.				
Have you had any driving or speeding convictions? Provide details.				
ADR Licence (categories held)				
Provide details of membership of professional bodies to which you belong - insitutes, unions etc.				

EMPLOYMENT HISTORY

DETAILS OF EMPLOYMENT HISTORY. STARTING WITH YOUR CURRENT JOB, PLEASE GIVE PARTICULARS, IN DATE ORDER, OF ALL APPOINTMENTS OR JOBS HELD INCLUDING SERVICE WITH H.M. FORCES.

Dates from and to	
Employer's name, address and nature of business	
Job title and main duties	
Wage	£
Reasons for leaving	

Dates from and to	
Employer's name, address and nature of business	
Job title and main duties	
Wage	£
Reasons for leaving	

PLEASE CONTINUE ON SEPERATE PAGE IF REQUIRED

DOWNTON delivers

AVAILABILITY AND REFERENCES

When will you be available for employment? __ / __ / __

PLEASE PROVIDE THE FULL NAME AND ADDRESSES FOR TWO REFEREES

REFEREE ONE (MUST BE THE LAST OR MOST RECENT EMPLOYER)	
Full Name	
Address	
Telephone	
Email (if known)	

REFEREE TWO	
Full Name	
Address	
Telephone	
Email (if known)	

Have you ever been convicted of a criminal offence?	Yes	No
If yes, please provide details:		
(Declaration subject to the Rehabilitation of Offenders Act 1974)		

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

DECLARATION

I CAN CONFIRM THAT TO THE BEST OF MY KNOWLEDGE THE ABOVE INFORMATION IS CORRECT. I ACCEPT THAT DELIBERATELY PROVIDING FALSE INFORMATION COULD RESULT IN MY DISMISSAL.

APPLICANT SIGNATURE

DATE

__ / __ / ____

SUBMIT YOUR APPLICATION FORM

BY POST

HR Department
C M Downton (Haulage Contractors)
Bristol Road
Moreton Valence
Gloucestershire
GL2 7ND

BY EMAIL

david.leleu@downtongroup.com

ENQUIRIES

01452 720 242