

Application Form

Personal Details (*circle as applicable)

Forename		Surname	
Current Address			
Contact Information	Home/ Mobile Numbers:		
	Email address:		
Position applied for			
Location you wish to be based	Please give mile radius from your home to desired location:		
How did you hear about the position?	Recommendation (give name & relationship)		
	Advert (provide details)		
	Speculative application or other (give details)		
Are you eligible to work in the UK?	Note if you are shortlisted and invited for interview, you will be required to produce proof of ID at interview stage, including an original valid passport.		
Give details of your current or most recent salary, working hours and benefits			
Provide details of your availability for work	Full time	Part time	Temporary Permanent
	Hours / Days per week:	*Availability: Days Nights Weekends	
When are you able to start work?	Please give details of any holiday booked or dates you are unavailable to work		

Do you have the following?

A full driving licence?	If yes give Driving Licence No:
An LGV Licence?	If Yes, complete the Driver Supplement attached
	*Type 3.5 T 7.5 T HGV 2 HGV 1
Any current endorsements or points?	If yes give details:
Use of a car?	
A Valid Passport?	Please provide Passport No and expiry date:
A valid DBS (Disclosure Barring Service) Certificate?	<i>Please note a basic DBS (previously known as a CRB Criminal Record Check) is an essential requirement for all employees working in people's homes and this will be checked before commencing employment.</i>

Employment History

Please give details of your previous job history, beginning with your most recent. Include work experience, part-time and temporary positions and any periods of unemployment and reasons why [attach an additional sheet if necessary].

Dates From/ To	Employer Name Address & Contact Number	Position Held Job title, responsibilities, duties, working hours	Reason for leaving

Education

College/University	Dates From/To	Course	Qualifications/Grades Obtained
School	Dates From/To	Subjects	Qualifications/Grades Obtained

Training and Experience

In addition to your education detailed above please give details of any relevant experience or courses you attended, certificates you have obtained including details about any additional languages and IT skills or other abilities, skills and knowledge that are relevant to the role:

Disabilities

Do you consider yourself to have a disability?	
If Yes, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:	
Do you have a health condition that affects your ability to do the job you have applied for, e.g. lift heavy items/ climb steps/ climb stairs, after taking into account special arrangements that could be made to overcome your difficulty?	
If Yes please give brief details of the effects of your health condition on your ability to lift heavy items/ climb steps and climb stairs, or carry out other daily activities that are a requirement of the job role you are applying for:	

Criminal Convictions

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure and/or a Credit Check, dependent on your position. The disclosure will include details of cautions, reprimands or final warnings as well as convictions. Please provide details of any convictions which are not spent under the term of the Rehabilitation of Offenders Act 1974:

Failure to disclose details of an unspent conviction/s will be treated as gross misconduct and is likely to lead to instant dismissal.

Referees

It is a condition of employment that we obtain satisfactory employment references. Please give the details of two referees, one of which should be your current or most recent employer. Please ensure you provide full contact details of the Owner/ Manager or Head Office (references from other colleagues/ supervisors will not be acceptable):

Name & Postal Address		Name & Postal Address	
Contact Email/ Telephone		Contact Email/ Telephone	
Relationship to applicant		Relationship to applicant	
May references be taken up before interview?		May references be taken up before interview?	

General Data Protection Regulations (GDPR)

The organisation treats personal data collected during the recruitment process in accordance with its Data Security and Information Assurance Policy and Privacy Notice. Information about how your data is used and the basis for processing your data is provided in our job applicant Privacy Notice available at www.bournesmoves.com/HRPrivacy (print copy available on request).

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that any false, incomplete or misleading statements may lead to my dismissal.

APPLICANT SIGNATURE

PRINT NAME

DATE

Completed application forms should be returned to Human Resources, T Bourne & Sons, Harbour Road, Rye, East Sussex, TN31 7TE or emailed to carolineh@bournesmoves.com.

Driver Supplement

Name	
Types of Licences Held	
Licence Held from	_____ Years _____ Months
Penalty Points	Penalty Code:
If Yes to Penalty Points Provide Details	Details:
Date Last Driven	
Currently working for	
Additional Licences	ADR HIAB FLT (Fork lift) International National
CPC Status	Give details:
Digital Tacho	

Driving Experience

Please tick all that apply:

ARTICS	RIGIDS	DRAW BAR	MULTI-AXLE
TANKERS	TIPPERS	DEMOUNTABLES	CONTAINERS
SKIPS	ROLL ON/OFF	MIXERS	LOW LOADERS
PLANT	ABNORMAL LOADS	FURNITURE	EUROPEAN
TACHO	MULTIDROP (No.)	TRUNKING	ROPE & SHEET
BOX	FRIDGES	TILTS	CURTAINSIDE
TAIL LIFT	HAZARDOUS	CHAINS	STRAPS

Declaration

I declare that the information given in this driving supplement is to the best of my knowledge complete and correct. I understand that I will be required to provide copies of my licence and related driving status and that any false, incomplete or misleading statements may lead to my dismissal.

APPLICANT SIGNATURE

DATE