



Application for Employment

Position Applied for:	HGV Driver	Location of Position:	Ipswich
Prepared to work:	Day Shift <input type="checkbox"/>	Night Shift <input type="checkbox"/>	Tramping Shift <input type="checkbox"/>
Date available to take up employment:			

1. Personal Details

First Name(s):		Nationality:	
Surname:		Right to work in the UK:	
House Number/Name:		Do you hold EU Settlement Scheme (settled and pre-settled status)? <i>If yes please write in box the share code</i>	
Street Name:		<input type="text"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Town/City:		Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	
County:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Postcode:		If you are successful in your application would you require permission to work in the UK?	
Home Telephone:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Mobile Telephone:		Emergency Contact Details:	
Email Address:		Name:	
National Insurance:		Address:	
		Telephone:	
		DBS:	Certificate No: <input type="text"/> Consent Code: <input type="text"/>

2. Driving Licence *If you are applying for a position which requires you to drive a vehicle on behalf of the company*

Licence Number:		Category:	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> C1 <input type="checkbox"/> C+E <input type="checkbox"/> D <input type="checkbox"/> D1 <input type="checkbox"/> D+E <input type="checkbox"/>			
Issue Date:		Expiry Date:		Licence check code:		
Endorsements/Convictions (Including those pending)	Date	Code	Points	Fine		

Do you hold a digital tachograph card?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Card No / Expiry Date:		
Do you have a driver CPC qualification?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Card No / Expiry Date:		
Do you have a London Gateway/DP World Card?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Card No / Expiry Date:		
Do you have a RHIDES Card?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Card No / Expiry Date:		
Do you have a driver ADR qualification?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Card No / Expiry Date:		
		Classes:		

VAT Registration Number: GB358176078
Company House Registration Number: 12817748

3. Background Checks – Important Note to Job Applicant

Due to the industry in which Tuf Transport operates, it is important that you provide full details of your background history. This information will need to be verified to meet the Department for Transport security requirements, which require references to account for a full five-year period prior to the commencement of any employment with Tuf Transport. Any gaps during this five years period must be verifiable and must be fully documented under the following sections; Unemployment History (Section 6) and Gaps in Background History (Section 7).

4. Secondary Education and Further Education/Training History

Please provide full details of your secondary education and further education/training history, starting with the most recent. Continue on a separate sheet if necessary.

Name and address of educational Establishment	Course/Qualification	Dates (DD/MM/YY) From – To		Referee Details	
				Name:	
				Address:	
				Job Title:	
				Email:	
				Telephone:	
				Name:	
				Address:	
				Job Title:	
				Email:	
				Telephone:	
				Name:	
				Address:	
				Job Title:	
				Email:	
				Telephone:	
				Name:	
				Address:	
				Job Title:	
				Email:	
				Telephone:	
				Name:	

5. Employment History

Please provide details of your last five-year's employment history, starting with the most recent. Include any temporary and voluntary community work, work experience, weekend or evening positions. Continue on a separate sheet if necessary.

Company Name:		Dates: (DD/MM/YY)		
Address:		From	To	
Position Held:				
Reason for Leaving:	Salary:			
Referee's Details				Can references be taken? (Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
Name and Address: If different to company				
Job Title:				
Telephone:				
Email:				

Company Name:		Dates: (DD/MM/YY)		
Address:		From	To	
Position Held:				
Reason for Leaving:	Salary:			
Referee's Details				Can references be taken? (Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
Name and Address: If different to company				
Job Title:				
Telephone:				
Email:				

Company Name:		Dates: (DD/MM/YY)		
Address:		From	To	
Position Held:				
Reason for Leaving:	Salary:			
Referee's Details				Can references be taken? (Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
Name and Address: If different to company				
Job Title:				
Telephone:				
Email:				

6. Unemployment History

Please provide full details of any unemployment during the last 5 years including details of benefits received.

Dates (DD/MM/YY)		Benefit Type	Benefit Office Address
From	To		

7. Gaps in Background History

Please account for all gaps in your employment or education history of 28 days or more. This is vital in order to complete the screening process swiftly. Please include details of any periods of time spent job hunting or travelling etc.

Dates (DD/MM/YY)		Reason	Referee Details to account for gaps (References may be supplied by personal referee provided they are not related to you)	
From	To		Referee Name:	
			Address:	
			Telephone:	
			Email Address:	
			Capacity in which referee is known to you:	
Dates (DD/MM/YY)		Reason	Referee Details to account for gaps (References may be supplied by personal referee provided they are not related to you)	
From	To		Referee Name:	
			Address:	
			Telephone:	
			Email Address:	
			Capacity in which referee is known to you:	
Dates (DD/MM/YY)		Reason	Referee Details to account for gaps (References may be supplied by personal referee provided they are not related to you)	
From	To		Referee Name:	
			Address:	
			Telephone:	
			Email Address:	
			Capacity in which referee is known to you:	

8. Other Information

Have you ever been convicted of a criminal offence, including motoring offences but excluding any that are spent under the Rehabilitation of Offenders Act 1974?

Yes No

Do you have any outstanding Court appearances?

Yes No

If yes to the above, please provide full details in a sealed envelope

9. Additional Information in Support of Application

In the space below please highlight your skills, knowledge, experience and achievements. Describe your interest in the position for which you are applying, and any other matters which you consider relevant (please continue on a separate sheet if necessary).

10. Declaration

I declare that this information is complete and accurate and I accept that if any statement, or document provided in respect of this application is subsequently found to be false, the application shall be void and as a result, any contract arising may be terminated by the company at any time.

I give my consent for the information contained in this application form to be processed and held in accordance with the Data Protection Act 1998 for recruitment selection and employment purposes.

I authorise the Company to take up references and acknowledge that any offer of employment is subject to the receipt of satisfactory references.

I accept that any offer of employment will be conditional to the satisfactory completion of a criminal record background check.

Signature of applicant:

Date:

Information Release Form

Please read the following statements carefully and sign below

I understand and agree that my appointment is conditional upon the verification, to the Company's satisfaction, of the information provided on the form, and that this information, and that contained on attached documents is true and complete to the best of my knowledge. I also understand that I may incur civil and/or criminal liability if I attempt to obtain employment by deception and that any misrepresentation or omission of a material fact will be cause for immediate cancellation of consideration for employment, or for dismissal if already employed.

I hereby authorise the Company (or a nominated service provider), to verify information presented on this form and, to the extent permitted by law, to procure investigative and credit reports for that purpose in the UK and, if appropriate overseas. I also voluntarily authorise the company (or a nominated service provider) to perform a full five years background reference check of my education, employment and unemployment history, involving contact with DSS/Benefits agencies to verify unemployment where applicable.

Signature: _____

Date: ____ / ____ / ____

(Please print)

First Name _____ Surname _____

Maiden Name or Previous Name(s) used: _____

Checklist documents for application

*Please check the list and attach the required documents with *, and the **, if you have these documents.*

- | | |
|--|--|
| <input type="checkbox"/> EU/UK Driver Licence * | <input type="checkbox"/> Identity card or Passport * |
| <input type="checkbox"/> National Insurance * | <input type="checkbox"/> CPC Qualification Card * |
| <input type="checkbox"/> EU Settlement Scheme * | <input type="checkbox"/> RHIDES Card ** |
| <input type="checkbox"/> Digital tachograph card * | <input type="checkbox"/> ADR Qualification Card ** |
| <input type="checkbox"/> London Gateway/DP World Card ** | <input type="checkbox"/> DBS Check ** |

Tuf Transport considers it to important that any person working for the Company is honest and trustworthy and has a good character record.

You are knowingly declaring that the information given throughout the entire recruitment process is complete and accurate.

You are also knowingly declaring that you have no criminal convictions which are not treated as spent under the provisions of the Rehabilitation of Offenders Act 1974 and which are not disclosed on the application form.

You are knowingly accepting that any misrepresentation of facts is grounds for refusal of employment or disciplinary action.

I, _____
(Candidate name in block letters)

Have read and fully understood the above statements and am happy to give my authorisation for approaches to be made to former employers, educational establishments, government agencies and personal referees for verification of the information I have provided. I give my consent for the information to be processed and held in accordance with the Data Protection Act 1998.

Candidate Declaration and Authorisation of Company Verification Checks

Signature: _____

Date: _____

TUF TRANSPORT LTD
Please send back to us by post or email:
DELIVERY IN SAFETY ON TIME

TUF TRANSPORT LTD

2 Packard Avenue
Ipswich
Suffolk
IP3 9HW
United Kingdom

Tel: **+44 7400380567**

E-mail: **contact@tuftransport.co.uk**

VAT Registration Number: **GB358176078**

Company House Registration Number: **12817748**