

CONFIDENTIAL APPLICATION FORM

WHEN YOU HAVE COMPLETED THIS FORM, PLEASE RETURN IT TO:



Mr/Mrs/Ms/Miss (*delete as appropriate*)

SURNAME: _____

FORENAME(s): _____

NATIONAL INSURANCE NUMBER:

HOME ADDRESS: _____

_____ POST CODE: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBERS: Home: _____

Mobile: _____ Work: _____

POSITION APPLIED FOR: _____

LOCATION: _____

MINIMUM SALARY REQUIRED: £ _____

Ryder is an equal opportunities employer and will make every reasonable effort to ensure full compliance with all legislation, which has a bearing on equal opportunities, in respect of recruitment, training, development and promotion.

Please read this form thoroughly, then complete it carefully in full, in your own handwriting, and in BLOCK CAPITALS. Please ensure that you complete ALL sections. Your application will be treated in the strictest confidence.

YOUR PERSONAL DETAILS

DATE AVAILABLE TO TAKE UP EMPLOYMENT: _____

DATES OF ANY HOLIDAYS BOOKED: _____

ARE YOU LEGALLY ENTITLED TO WORK IN THE UK? Yes No (tick as appropriate)

(If No, please give full details): _____

In line with the Asylum and Immigration Act 1996, we have to ask all applicants for proof of their right to work in the UK.

Therefore, if you are invited to interview, please bring with you the original and a photocopy of one of the following:

1. Evidence of National Insurance Number – e.g. P45, P60, old payslip.
2. Passport, or other travel documentation endorsed to the effect that you have indefinite leave to remain in the UK. or a Work Permit of other approval to take employment issued by the Department for Education and Employment.
3. Naturalisation as a British Citizen.

If you are an overseas student, please bring an original and a photocopy of your Work Permit.

PLEASE NOTE THAT THE COMPLETION OF THIS SECTION IS OPTIONAL FOR ANY POSITIONS WHERE DRIVING IS **NOT** A REQUIREMENT OF THE JOB

DETAILS OF YOUR CURRENT UK DRIVING LICENCE: Full Provisional (tick as appropriate)

HOW LONG HAVE YOU HELD THIS DRIVING LICENCE FOR? _____

DETAILS OF THE CLASS OF LICENCE YOU HOLD:

Car LGV C+E LGV C LGV C+1 PSV/PCV

HOW LONG HAVE YOU HELD THIS LICENCE FOR? _____

PLEASE DETAIL ALL ENDORSEMENTS: _____

(other than any endorsements which have become spent, in accordance with the Rehabilitation of Offenders Act 1974)

WORKING PATTERN

PLEASE TICK THE DAYS OF THE WEEK AND TIMES WHEN YOU ARE ABLE TO WORK:

DAYS: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

PLEASE TICK YOUR PREFERENCE(S): Full-time Part-time Either

ARE YOU ABLE TO WORK SHIFTS? Yes No

PLEASE INDICATE THE TIMES THAT YOU ARE ABLE TO COMMENCE AND FINISH A SHIFT:

EARLIEST COMMENCEMENT TIME: am/pm LATEST FINISH TIME: am/pm

TOTALLY FLEXIBLE: (please tick)

YOUR WORK EXPERIENCE

CURRENT OR MOST RECENT POSITION

JOB TITLE: _____ REPORTS TO: _____ (Name)
 _____ (Position)

CURRENT SALARY AND BENEFITS: _____

HOURS PER WEEK: _____ FROM: _____ TO: _____

EMPLOYER'S NAME AND ADDRESS: _____
 _____ TEL. NO: _____

DESCRIPTION OF KEY DUTIES: _____

REASON FOR CONSIDERING LEAVING: _____

2ND MOST RECENT POSITION

JOB TITLE: _____ REPORTS TO: _____ (Name)
 _____ (Position)

CURRENT SALARY AND BENEFITS: _____

HOURS PER WEEK: _____ FROM: _____ TO: _____

EMPLOYER'S NAME AND ADDRESS: _____
 _____ TEL. NO: _____

DESCRIPTION OF KEY DUTIES: _____

REASON FOR CONSIDERING LEAVING: _____

YOUR PREVIOUS WORK HISTORY *(do not repeat 1 and 2 above)*

JOB TITLE	NAME AND ADDRESS OF EMPLOYER	START DATE	END DATE	REASON FOR LEAVING

REFERENCES MAY BE REQUESTED FROM ANY OF YOUR PREVIOUS EMPLOYERS, ONCE AN OFFER OF EMPLOYMENT HAS BEEN MADE AND ACCEPTED.

YOUR EDUCATION/QUALIFICATIONS

NAME AND ADDRESS OF SCHOOL/COLLEGE/TRAINING ORGANISATION	ACADEMIC QUALIFICATIONS	PROFESSIONAL QUALIFICATIONS	INSTITUTE/BODY MEMBERSHIP	YEAR ATTAINED

YOUR LANGUAGE SKILLS

LANGUAGE(s) – *please detail proficiency*: Fluent/Conversational/Limited:

ADDITIONAL INFORMATION/INTERESTS

PLEASE DETAIL ANY KEY INFORMATION AND FACTORS WHICH WILL ASSIST US TO ASSESS YOUR APPLICATION (*continue on a separate sheet, if required*):

YOUR SICKNESS AND ABSENCE HISTORY

HOW MANY DAYS HAVE YOU BEEN ABSENT FROM WORK WITH THE LAST 12 MONTHS?

PLEASE GIVE REASONS FOR ABSENCE(S): _____

YOUR CRIMINAL HISTORY

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? Yes No (*tick as appropriate*)

(*other than a conviction which has now become spent, in accordance with the Rehabilitation of Offenders' Act 1974*)

If Yes, please give full details: _____

DECLARATION

I authorise the Company to obtain references from referees stated on this form once an offer has been made and accepted. I release the Company and referees from any liability caused by giving and receiving information.

I confirm that the information given on this form and within my CV is, to the best of my knowledge, true and complete and that any false statements may be sufficient cause for the rejection of this application. Any Offer of Employment made based upon this information is strictly conditional upon the information being correct. (Should you commence employment and it is subsequently found that the information is incorrect, the Company reserves the right to terminate your employment forthwith, i.e. with no notice or payment in lieu of notice).

I understand that any Offer of Employment is strictly conditional upon the receipt of satisfactory references and medical clearance, following a full medical questionnaire, which may involve a medical examination.

I understand that the information given on this form and any references provided by my previous employers will be processed by Ryder Plc (and if I have applied to Ryder via an Agency) for the purposes of assessing my application for employment with Ryder Plc and in accordance with the Data Protection Act 1998. I further understand that the personal data processed about me may include certain categories of information, known as "sensitive personal data", about my race/ethnic origin, physical or mental health, offences (including driving offences) and criminal proceedings, outcomes and sentences (if I have included such information on this form). I consent to this sensitive personal data being processed for the purpose of processing my application for employment with Ryder Plc.

SIGNATURE: _____

DATE: _____