



Owner- Driver Application Form (Stage 1)

Post Applied For: Post Number
Interviewer: Interview Date

THE INFORMATION SUPPLIED ON THIS FORM WILL BE TREATED IN STRICTEST CONFIDENTIALITY IN ACCORDANCE WITH THE 1998 DATA PROTECTION ACT.

Due to the high security of some of Abbycouriers customers, you are required to supply personal details to enable security checks to be carried out where appropriate. Please ensure all sections of this application form are complete and there are no gaps.

Section 1 Personal Details

Title Mr/Mrs/Miss Sex Male/Female
Surname: First Name
Middle Names

Please provide a full 5 year address history starting with your present address, ensuring there are no gaps. Continue on a separate sheet if necessary.

Present Address

 Postcode

Month/Year from Month/Year to

Previous Address

 Postcode

Month/Year from Month/Year to

Previous Address

 Postcode

Month/Year from Month/Year to

Previous Address

 Postcode

Month/Year from Month/Year to

Date of Birth

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 National Insurance Number

Place of Birth (Town & Country)

Home telephone number Mobile

E-mail address Can we contact you at work? Y/N

If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Employment History

Present Employment (if now unemployed, give details of last employer)

Name of employer

Address of employer

Postcode

Post Title Salary

Date of appointment

Department/Section

Brief Description of duties:

Continue on a separate sheet if necessary

Period of Notice Last day of service (If no longer employed)

Reason for leaving:

Previous Employment (most recent first). Please cover the last 5 years and state nature of business.

Name of employer

Address of employer

Postcode

Post Title Salary

Date of appointment Last day of service

Brief Description of duties:

Reason for leaving:

Name of employer

Address of employer

Postcode

Post Title Salary

Date of appointment Last day of service

Brief Description of duties:

Reason for leaving:

Name of employer

Address of employer

Postcode

Post Title Salary

Date of appointment Last day of service

Brief Description of duties:

Reason for leaving:

Gaps in Employment

Reason	Date from (month- year)	Date to (month- year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3 : Rehabilitation of Offenders Act 1974

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please give details and dates of the offence(s) and sentence:

Have you ever received a caution from the Police with respect to the commission of a criminal offence over the last 5 years? Yes No

If yes, please give details and dates of the offence(s) and sentence:

Section 4 : Verification of right to work

Are you free to take up employment in the UK with no current legal restrictions? Yes No

It is our statutory obligation in accordance with the Asylum Immigration Act 1996 that we must ask for proof that you are entitled to work in the UK. Should you be invited to attend an interview, you will need to bring proof of eligibility along with you, please indicate below what identification you will bring:

Please tick appropriate box:

British / EEA passport
Work Visa
British / EEA Birth Certificate
Other (please specify)

Section 5 : Driving Licence

Do you hold a full licence valid in the UK? Yes No

Driving Licence Number:

Are there any endorsements on your licence? Yes No

Have you had any blameworthy accidents in the last 3 years?
(If yes please detail below) Yes No

Section 6 : References

Please give the names and addresses of two previous employers including your most recent who we can contact.
If you are unable to supply these, please supply the details of two referees whom we can contact to conduct a personal reference. These cannot be supplied by family members.

Reference 1

Name

How long have you known this person?

Relationship

Organisation

Address

Postcode

Telephone No.

Email

Are you willing for this referee to be contacted prior to interview?
Yes No

Reference 2

Name

How long have you known this person?

Relationship

Organisation

Address

Postcode

Telephone No.

Email

Are you willing for this referee to be contacted prior to interview?
Yes No

Declaration and Consent

DATA PROTECTION

The information contained within this application form will be verified by Abbycouriers using Virtual-Assist Limited, a pre-employment screening specialist. Both companies will handle your data in accordance with the requirements of the Data Protection Act 1998 and any relevant local legislation. Virtual-Assist Limited and Abbycouriers will only use your personal data for the purpose of pre-employment screening.

Please read the following statements carefully before completing and signing below.

I understand and agree that my appointment is conditional upon the verification, to Abbycouriers satisfaction, of the information provided on the form and that this information and that contained on attached documents is true and completed to the best of my knowledge.

I also understand that I may incur civil and/or criminal liability if I attempt to obtain an appointment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment/ appointment, or for dismissal if already employed/appointed.

I hereby authorise Abbycouriers and Virtual-Assist Limited, acting on their behalf, to verify information presented on this form. I also voluntarily authorise Abbycouriers and Virtual-Assist Limited to perform reference checks of my employment/ assignment history, including my current employment/assignment. I understand that no contact will be made with my current employer/ agency until I have either resigned my employment with them or agreed to the contact in advance of this.

I am aware that it may be necessary, if I have lived or worked outside the European Union , for the information given in this application to be transferred to countries outside of the European Union. I understand that this would only be for the purpose of verification, and that some countries have less comprehensive data protection legislation than those in the European Union.

I hereby authorise Abbycouriers and Virtual-Assist Limited to check details with /against fraud prevention databases. Should our investigations identify fraud or the commission of any other criminal offence by you [on your part] when applying for, or during the course of your duties with Abbycouriers, we will record details of this on the fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other organisations to prevent fraud. Please sign below to confirm that you understand how your data will be used should our investigations identify fraud or the commission of any other criminal offence by you.

I authorise Abby couriers and their agent Virtual-Assist Limited to apply for a disclosure of criminal convictions on my behalf and I agree to provide any assistance or documentation required to complete the Disclosure application. I consent to the information contained in the Disclosure being viewed by Abbycouriers and Virtual-Assist Limited. I understand that Abbycouriers and Virtual-Assist Limited will treat the Disclosure in accordance with their policy on the secure storage, handling, use, retention & disclosure of Disclosure information.

SIGNATURE REQUIRED _____

DATE (DD/MM/YYYY) _____

SURNAME (Please print) _____

FIRST NAME _____

MIDDLE NAME(S) _____

MOTHERS MAIDEN NAME (family name, previos name(s) used) _____

PLEASE SEND COMPLETED FORMS PLUS A COPY OF YOUR DRIVING LICENCE (BOTH PARTS), PASSPORT/ EU IDENTITY CARD AND 2 x UTILITY BILLS IN YOUR NAME DATED IN THE LAST 3 MONTHS - IF UNAVAILABLE, VALID TV LICENCE,CREDIT/STORE CARD STATEMENT

PLEASE CONTACT NIKITA ON 01268 330330 IF YOU HAVE ANY QUERIES

PLEASE SEND COMPLETED FORMS AND ATTACHMENTS TO

Post: Recruitment, Abby Couriers Ltd, Stella House, Luckyn Lane, Basildon, Essex SS14 3AX

Fax: 01268 330331

E-mail: gary@abbycouriers.com