

Application for Employment

PRIVATE AND CONFIDENTIAL

PLEASE COMPLETE IN CAPITALS AND BLACK INK

Position Sought / Applied For:

PERSONAL DETAILS

Surname

Forename(s)

Address

Contact Numbers:

Daytime

Evening

National
Insurance No.

Mobile

Do you require a work permit to work in the UK?

Yes No

It is unlawful to employ a person who does not have permission to work in the UK. Leyland Trucks will not be able to employ you if you cannot produce appropriate documentation when requested.

We are unable to apply for a work permit until all European Economic Area (EEA) options have been eliminated.

Are you willing and able to work:-

DAYS ONLY Yes No
(normally between 7am and 6pm)

OVERTIME Yes No

SHIFTS Yes No
(e.g nights, 2 shift system, double day shifts)

All or parts of the information on this form may be stored on computer files and used for the purpose of personnel administration and your future employment within the Company if successful. Such use will be subject to the provision of the Data Protection Act 1998.

EDUCATION AND QUALIFICATIONS

School	From	To	Qualifications Obtained (subject and grade e.g. GCSE)

Further Education / University	From	To	Qualifications Obtained (subject and grade e.g. A-Level / Degree)

Membership of Professional Bodies	From	To	Qualifications Obtained / Level of Membership

Please give details of any skills / achievements relevant to the position you are applying for (e.g. fork lift truck licence, foreign language, etc)

Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any current endorsements? (If yes please give details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have your own transport available to get to work?	Yes <input type="checkbox"/> No <input type="checkbox"/>

WORK EXPERIENCE

Please complete the following section in date order beginning with your current or most recent employment. You must explain any gaps in your employment.

NAME & ADDRESS OF EMPLOYER	POSITION HELD	DESCRIPTION OF DUTIES / RESPONSIBILITIES		
			From	To
			Notice Required	
			Reason for Leaving	
			Annual Salary	
			From	To
			Reason for Leaving	
			Annual Salary	
			From	To
			Reason for Leaving	
			Annual Salary	
			From	To
			Reason for Leaving	
			Annual Salary	

Please continue on a separate sheet if necessary

REFERENCES

Any offer of employment is subject to us receiving two references which we deem satisfactory, one of which should be your current employer (or most recent if unemployed). Please give names, telephone numbers and occupations of two work related referees. We will only contact your current employer after obtaining your permission. In signing this application form you are giving us permission to contact any of your previous employers for referee purposes if we deem it appropriate.

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ADDITIONAL INFORMATION

Please use this section to support your application by describing any particular skills, knowledge and experience you have gained and how they will assist your application.

Continue on a separate sheet if required

CONDITIONS OF APPLICATION AND EMPLOYMENT

When you complete this form you accept that any offer of employment with Leyland Trucks is subject to the following conditions and confirmations:

- Satisfactory references from your current and previous employer will be required (see previous page).
- Passport or identification documents must be produced in compliance with Home Office Legislation to confirm the Company is legally able to employ you.
- A pre-employment medical, which includes a drugs and alcohol test, must be passed to our satisfaction.
- Satisfactory evidence must be produced of any qualifications as required by the Company.

Declaration:

I certify that the information given on this application form including the Equal Opportunities Monitoring Form is correct.

I understand that any omission or falsification may lead to the disqualification of this application or disciplinary action including dismissal if appointed.

Signed _____

Date _____

When you have completed this form please return to:-

Leyland Trucks Ltd, Human Resources Department, Croston Road, Leyland, Lancashire, PR26 6LZ.

EQUAL OPPORTUNITIES MONITORING FORM

Please complete this form in order to help us monitor Equal Opportunities in Employment. This form will be kept separate from your application form, and has no part in the selection process.

Surname Forename(s)

Position Applied For

Please tick appropriate box Male Female

Date of Birth / /

Please check the box which best describes your ethnic / cultural / racial origin:

- | White | Mixed | Asian | Black | Chinese |
|-----------------------------------|--|--------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> British | <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> Indian | <input type="checkbox"/> Caribbean | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> English | <input type="checkbox"/> White and Black African | <input type="checkbox"/> Pakistani | <input type="checkbox"/> African | |
| <input type="checkbox"/> Scottish | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Welsh | <input type="checkbox"/> Other | <input type="checkbox"/> Other | _____ | |
| <input type="checkbox"/> Irish | | | | |
| <input type="checkbox"/> Other | _____ | _____ | | |

DISABILITY DISCRIMINATION ACT (DDA) - REASONABLE ADJUSTMENTS

If you suffer with a disability as defined by the DDA, are there reasonable adjustments that can be made to assist you should you be invited to a selection event or at the workplace if you are offered employment?

Yes No

(If yes, please give information on your disability and any reasonable adjustments that would need to be made)

REHABILITATION OF OFFENDERS ACT 1974

Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974?

Yes No

(if yes please give information)

Signed _____ Date _____