



Dear Applicant

Please find enclosed an application form as requested.

Please complete and return this form along with a copy of both parts of your driving licence, if appropriate to the position applied for.

We will respond within 14 days if you are selected for interview and keep your application on file for 3 months and will contact you again if a suitable vacancy arises during that period

Thank you for your interest in AJG Parcels Ltd

Yours Sincerely
AJG PARCELS LTD

HUMAN RESOURCES DEPARTMENT



APPLICATION FORM

The information contained within this application form is provided to AJG Parcels Ltd on the understanding that it will be considered in relation to the vacancy specified below. Completed application forms should be returned to: HR Dept., AJG PARCELS LTD, 33 HARBOUR ROAD, INVERNESS, IV1 1SY TEL NO 01463 724155

Position applied for:..... Location:.....
Source of enquiry:.....

DETAILS ABOUT YOURSELF

Title:..... Surname:..... First name(s):.....
Permanent address:.....
County:..... Postcode:..... Nat. Ins. No:.....
Contact telephone no(s):..... E-mail:.....
Date of Birth:

Do you require a work permit to work in the European Community? Yes: No:

GENERAL INFORMATION

When would you be able to commence employment with us?.....
Have you previously been employed by AJG Parcels Ltd?..... Yes: No:
If Yes, please give details (i.e. location, occupation and dates).....
.....
.....

DRIVING DETAILS – WHICH OF THE FOLLOWING DRIVING LICENCES (IF ANY) DO YOU HOLD?

Motorcycle ... Car (Pre 1997)... Car (Post 1997)... C1... C1+E... PCV D... LGV C... LGV C+E...
Forklift Truck (please specify type):.....
Other (please give details).....
Driving Licence number.....
Details of any driving convictions (please include number of points where applicable).....
.....
Length of time licence held (for insurance purposes)

CRIMINAL HISTORY

Spent convictions need not be declared in accordance with the Rehabilitation of Offenders Act 1974. Any information provided will be treated in the strictest confidence and will not disqualify you from consideration of the post applied for.
Have you ever been convicted of a criminal offence?..... Yes... No...
If Yes, please give details (ie dates, nature of offence etc.).....
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EDUCATION INCLUDING TECHNICAL, PROFESSIONAL OR OCCUPATIONAL TRAINING

School/College/Institute/Firm.....

Type of course (i.e. Apprenticeship).....

Qualification(s) gained.....

PAST AND PRESENT EMPLOYMENT (UP TO THE LAST TEN YEARS)

Please put your most recent employer first and include temporary jobs where necessary, please Account for any intervals or periods of unemployment.

Dates of employment From..... To.....

Name and type of business

Job title and main duties

Reasons for leaving

Dates of employment From..... To.....

Name and type of business

Job title and main duties

Reasons for leaving

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Dates of employment From..... To.....

Name and type of business

Job title and main duties

Reasons for leaving

DECLARATION

I certify that the information provided on this form is to the best of my knowledge, complete and accurate at the date of signing. I understand that any false statement or omission in the information may disqualify me from employment or result in my employment being terminated.

I agree to allow the Company to process the personal data supplied in this form, including sensitive data as defined under the Data Protection Act 1998.

I declare that I consider myself capable of undertaking the requirements of the post applied for. I understand that my employment may be subject to the receipt of a satisfactory medical report.

I certify that I suffer from no medical condition, which may prevent me carrying out my duties. I confirm that I do not have any prosecution pending relating to motoring offences and that I will inform the Company of any changes in my personal circumstances, which may affect my driver status.

I understand that I will be asked to provide you with reference details if I am invited for an interview and that any offer of employment is subject to the satisfactory completion of the recruitment and selection process.

Your signature:..... Date:.....