



Application Form

(Please complete all sections in your own handwriting)

The information provided on this application form will remain confidential and will be used for the purpose of selection and recruitment. Where the application is successful the company may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case processing, whether by means of a computer or otherwise, will take place in accordance with the provisions of the Data Protections Act 1984 and 1998. By signing this form you will be providing the company with your consent to these uses. On completion please return this form to:

Tracked Dumper Hire UK, Manor Farm. Binham, Norfolk NR21 0DE Tel: (01328) 830060.

POSITION APPLIED FOR:	
PERSONAL DETAILS:	
Title (Miss, Mrs, Mr, Ms, Other):	Surname:
Forename(s):	
Address:	
Post Code:	
Daytime phone number:	Evening phone number:
(Please state if either number is a work one. Calls to your work will be made discreetly)	
National Insurance Number:	
If the job requires it would you:	
1. Relocate?	YES/NO
2. Travel?	YES/NO
3. Work overtime?	YES/NO
4. Work flexible shifts?	YES/NO
HEALTH: Please give details of any health/disability problem(s) which may be relevant to the position specified above. Such information is requested so that any reasonable adjustments to the work involved may be considered.	

EDUCATION* (Please list all educational qualifications obtained e.g. GCSE's, NVQ's, A Levels and Degrees etc)				
Secondary school/ College/University etc	From – To	Qualifications Obtained	Subjects	Grade
WORK-RELATED SKILLS* (Please detail all NVQ/SVQ certificates, diplomas etc you have obtained, which are job related. Include details of any licences you hold (e.g. forklift). Please specify when awarded, organising body and grades)				
OTHER SKILLS* (Please provide details of any other skills you have that you consider may be relevant to the job for which you are applying and level of competence for each)				

***Please note that the company may request to see original certificates for all qualifications claimed.**

PRESENT (LAST) EMPLOYMENT DETAILS:	
Name of employer (and location):	
Nature of business:	
Your job title:	
Brief details as to the nature of your work. Include details of responsibilities and achievements if relevant	
Full time/part time:	
Date you joined the company:	
Date appointed to present (last) job:	
Salary/wage (current or on leaving):	
Notice required:	
Date left and reason (if applicable):	

PREVIOUS EMPLOYMENT:				
(Please include service with armed forces)				
Employer's name	Your job title	Type of business	From – To	Reason for leaving

REFERENCES:	
All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be:	
1. Your supervisor/manager or his/her superior in your current (last) job AND	
2. A similar individual from a previous employment.	
If you do not have two previous jobs (or are unable to do this) please provide as appropriate the names of two school or personal referees (these MUST NOT be related to you).	
Name:	Name:
Position:	Position:
Address:	Address:
Contact Telephone:	Contact Telephone:
Please indicate how these individuals know you and how they know about your work abilities:	
Please state whether we may approach these referees at any time or only after an offer of employment has been made: (tick as appropriate)	
At any time:	Only after offer:

OTHER INFORMATION:	
Are you currently eligible for employment in the UK? YES/NO	
Please state what documentation you can provide in order to demonstrate this (e.g. British passport/birth certificate/travel document showing an authorisation to reside and work in the UK etc.)	
If not currently eligible for employment in the UK, state grounds (special skills etc.) on which this company might apply for a permit on your behalf.	
How/where did you learn about this vacancy?	
Have you applied to Tracked Dumper Hire before?	
If yes, please give details:	
Please provide here any other relevant information which may assist your application. Please focus on issues that are relevant to the job for which you are applying:	
Note: Tracked Dumper Hire reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, in any accompanying or subsequent correspondence, or at interview. By signing this form you will be providing us with your agreement for us to proceed with this course of action.	
DECLARATION: I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and, (if the company believes it appropriate) a satisfactory medical report.	
Signed:	Date: