



***TP Niven Ltd***

***Drivers Application Form***

*For OFFICIAL use only:*

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*Date received:*

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*Site:*

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*Comments:*

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## Personal Details

Title: \_\_\_\_\_ Surnames: \_\_\_\_\_

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home Tel Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Do you need a work permit to take up employment in the UK? Yes/No

If yes please give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please summarise briefly why you would like to become part of TP Niven

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Secondary Education

School attended	From	To	Exam taken	Result
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Training and Qualifications

Please detail any qualifications obtained or training undertaken, including the approximate date and results (for instance FLT, advanced driver training etc).

Subject	Exam/Course	Approx date	Result
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Drivers Card Details

From May 2006 ALL new vehicles MUST have a digital tachograph unit fitted.

Valid from (4a): \_\_\_\_\_ Valid TO (4b): \_\_\_\_\_

Licence No: \_\_\_\_\_ Card No: \_\_\_\_\_

## Your Employment History

Please give details of your employment history, giving your recent position first and working backwards.

Employers name: \_\_\_\_\_ Job description: \_\_\_\_\_

Address: \_\_\_\_\_ Tele No: \_\_\_\_\_

Basic pay: \_\_\_\_\_ Usual takehome: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employers name: \_\_\_\_\_ Job description: \_\_\_\_\_

Address: \_\_\_\_\_ Tele No: \_\_\_\_\_

Basic pay: \_\_\_\_\_ Usual takehome: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employers name: \_\_\_\_\_ Job description: \_\_\_\_\_

Address: \_\_\_\_\_ Tele No: \_\_\_\_\_

Basic pay: \_\_\_\_\_ Usual takehome: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employers name: \_\_\_\_\_ Job description: \_\_\_\_\_

Address: \_\_\_\_\_ Tele No: \_\_\_\_\_

Basic pay: \_\_\_\_\_ Usual takehome: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employers name: \_\_\_\_\_ Job description: \_\_\_\_\_

Address: \_\_\_\_\_ Tele No: \_\_\_\_\_

Basic pay: \_\_\_\_\_ Usual takehome: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### Your Licence Details

Licence Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

LGV class: \_\_\_\_\_ LGV expiry date: \_\_\_\_\_

Total Years LGV: \_\_\_\_\_

Does your licence carry current endorsements? Yes/No

If yes please give details and dates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Supplementary Information

Are you willing to work overtime and weekends when required? Yes/No

Do you have any pre-existing commitments, which may limit your working hours?  
(For instance military reserve, local government etc.) Yes/No

If yes please give details: \_\_\_\_\_

Are you subject to any restraints, which may affect you, current?  
Or future employment Yes/No

If yes please give details: \_\_\_\_\_

Do you have any pre-existing holidays arranged? Yes/No

If yes please give details: \_\_\_\_\_

If offered a position with TP Niven Ltd, how much notice must you give your current employer.

Notice Period: \_\_\_\_\_

Have you ever been convicted of a Criminal Offence?  
(This declaration subject to the Rehabilitation of Offenders Act, 1974) Yes/No

If yes please give details: \_\_\_\_\_

Are you a member of any professional organisations Yes/No

If yes please give details: \_\_\_\_\_

## References

Please give details of TWO Referees

Referee One

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Referee Two

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

## **Recruitment Policy**

It is the Company policy to employ suitably qualified personnel in line with our Goods Vehicle Safety Policy and Road Haulage Safety Code of Practice. It is also our policy to provide equal opportunities for the development and advancement of employees, including training and promotion and not to discriminate against any person because of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### **Declaration by Applicant**

I authorise TP Niven Ltd to obtain references in support of this application once an offer of employment has been made and accepted and I release the Company and referees from any liability caused by giving and receiving information.

Declaration:

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I acknowledge that any false statement may be sufficient cause for rejection of the application or if employed, dismissal.

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_