



T.P. Niven

Job Applicant

**Information &
Application Pack**

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2. (Section A) Introduction

2.1. Job applicant information pack

Thank you for your interest in applying for a post with TP Niven Ltd. We are pleased to provide you with this Information and Application Pack.

This pack contains 2 sections:

- Section A - Information for reading
- Section B - Application form and checklist

You may also have been sent separate documentation eg a job description.

If, because of a disability, it would be easier for you to obtain this information or present your application in a different way, please contact our head office (contact details below).

3. General Information

3.1. Returning your application form

If you are able to, please return your application form by email. If this is not possible, please hand it in or post it into your local TP Niven depot/office. Contact details are in the table below.

Location	Contact	Email & Postal Address for application forms
Head Office & Palnackie Depot (& all office posts)	Helen Johnstone, Payroll Manager Tel: 01556 660276	helen.johnstone@tpniven.co.uk TP Niven Ltd, The Garage, Woodhead Road, Palnackie, DG7 1PG
Lockerbie, Dalbeattie & Charlton Adam	Linda Hunter, Administrator Tel: 01387 811694	linda.hunter@tpniven.co.uk TP Niven Ltd, Priestdykes Depot, Lochmaben, Lockerbie, DG11 1LW
Mauchline, Stranraer & Campbeltown	Gillian Young, Administrator Tel: 01290 553580	Gillian.young@tpniven.co.uk TP Niven Ltd, Barskimming Road, Mauchline, Ayrshire, KA5 5HQ

3.2. Speculative applications

If you are sending your details in for speculative/future vacancies (ie if you're not applying for an advertised/current vacancy), we may not process your application straight away, but may keep your details on file for up to 1 year unless you notify us otherwise in writing. On some occasions we may contact you to seek your permission to keep your details on file for a longer period of time in case any suitable vacancies arise in the future.

3.3. Method of Application

Drivers, Mechanics and Modern Apprentices: To apply for a vacancy you must submit the Application Form contained in this pack. You can attach a CV or covering letter to the Application Form if you wish, but you must complete and submit all sections of the Application Form, otherwise your application will be returned to you.

All other posts: You may apply with the Application Form or a CV (and covering letter if desired), unless advised otherwise.

3.4. Documents to bring to interview (and driving assessment if applicable)

Please bring with you:

All applicants:

- Right to Work in UK documentation (see requirements in section 'Right to Work in UK')

Driving applicants only:

- DVLA license check code
- Driving license
- CPC card
- Tacho card

You will not be able to complete the Driving Assessment without these documents.

There is a checklist at the end of Section B for your use.

3.5. What to expect at the Driving Assessment

If you are applying for a job as a Driver, you will be required to undertake a Driving Assessment as part of the selection process. If you are invited to a Driving Assessment this will normally be carried out by our Driver Trainer or Compliance Manager.

Your paperwork including a check of your Driving License against the DVLA database will be checked prior to the Assessment.

The Driving Assessment is to assess your ability to drive in a safe, compliant and efficient manner. It will involve conducting daily checks, coupling drills (if applicable) and a short drive lasting approx. 45mins.

3.6. What to expect at the interview

If you are invited to an interview, this will normally be conducted by a manager or appointed deputy. You will be asked questions to assess your suitability for the role which will explore your skills, experience and knowledge.

In some cases, an exercise or test may be administered but if this is the case you will be informed beforehand.

3.7. Equal Opportunities

TP Niven is committed to promoting equal opportunities in employment. Job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

If you require any reasonable adjustments connected with a disability to be made during the recruitment and selection process, please contact our Payroll Manager, Compliance Manager, Driver Trainer or any of the Depot Administrators or Managers (contact details shown at 3.1), in advance of the assessment/interview. Alternatively you can submit a separate email/letter setting out your requirements that will be held and processed separately from your Application Form/CV. Someone may contact you in advance to discuss the reasonable adjustment(s).

4. Job Applicant Privacy Notice

4.1. Introduction

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The Data Controller is T P Niven Ltd, The Garage, Woodhead Road, Palnackie, Castle Douglas, DG7 1PG

For Data protection information please contact: data-access@tpniven.co.uk

4.2. What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport, driver licence or other identity documents, or collected through interviews or other forms of assessment.

The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

4.3. Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

4.4. Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you.

The organisation will not transfer your data outside the European Economic Area.

4.5. How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

4.6. For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If you are sending your details in for speculative/future vacancies (ie if you're not applying to an advert), we may not process your application straight away, but may keep your details on file for up to 1 year unless you notify us otherwise in writing. On some occasions we may contact you to keep your details on file for a longer period of time in case any suitable vacancies arise in the future.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

4.7. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact data-access@tpniven.co.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

4.8. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

4.9. Automated decision-making

Recruitment processes are not based solely on automated decision-making.

5. Right to work in the UK check

5.1. Proof of entitlement to work in the UK

It is a legal requirement for every UK employer to complete a right to work check before employment begins. These checks can either be carried out using documentary evidence or through the Home Office's online Right to Work Checking Service.

Please bring the necessary original documentation (or share code) with you to your Interview, and Driving Assessment (if applicable).

5.2. Documentary right to work checks

Where documentary checks are undertaken, employers must see the applicant's original documents and are required to make and keep copies of these, alongside recording the date the check was made. Checks will be carried out with the applicant present.

Where documents are presented by a student specifying they have a limited right to work in the UK during term time, the employer will check and make a copy of the academic term dates.

The Home Office provides two lists of documents, List A and List B, which employers may accept as a person's proof of right to work in the UK. A document from List A will demonstrate that the holder has a definite right to work in the UK without restriction and should be checked before the start of employment. List B contains documents that demonstrate the holder has a time-limited right to work in the UK and should be checked before the start of employment and at point of expiry.

5.3. Lists of acceptable documents for right to work checks

5.3.1. List A: Documents which need only be checked before employment starts

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country* or Switzerland.

(*A Croatian national who wishes to work in the UK may need to obtain sponsorship and an accession worker authorisation document.)

3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer

5.3.2. List B – Time limited right to work in the UK

5.3.3. Group 1: Documents which must be checked before employment starts and at the expiry date

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

3. A **current** Residence Card (including an Accession Residence Card or a Derivative

Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

5.3.4. Group 2: Documents which must be checked within the six-month time limit of the Positive Verification Notice

1. A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than six months old together with a Positive Verification Notice** from the Home Office Employer Checking Service.

2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.

3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

5.4. Online right to work checks

Where the individual's immigration status means their right to work can be checked online, employers must receive a response confirming the individual can undertake the work in question before employing them or continuing to employ them.

In order to submit an online check, employers will need to input the following information:

- the individual's date of birth
- the employee's share code as provided by the employee portal of the online Right to Work Checking service.

The right to work check should be recorded in an uneditable format.

Where an online check is carried out for a student who will be employed during the term time, the employer should check and make a copy of their academic term dates.

5.5. Positive Verification Notices

In certain circumstances employers are required to obtain a Positive Verification Notice from the Home Office Employer Checking Service to confirm that the named person is allowed to carry out the type of work in question. This will be required if the employee is only able to produce:

- a Certificate of Application, less than 6 months old, indicating that the holder is permitted to undertake the work in question or
- an Application Registration Card indicating that the holder is permitted to undertake the work in question or
- no acceptable documents can be produced because the person has an outstanding application with the Home Office or appeal/administrative review against the Home Office.

6. (Section B) Application Form

CONFIDENTIAL

Post details

Post

Ref No (if applicable)

How did you hear about this vacancy? Or please tick box if this is a speculative application

Personal details

Last name

First names (in full, no initials please)

Title Mr / Mrs / Miss / Ms / Other (please state)

National insurance number

Home address incl post code

Telephone 1

Telephone 2

Email address for future correspondence

Checks

Do you have a current right to work in the UK? Yes No

If 'yes', what documentation do you intend to provide to demonstrate this? Please see Section on '[Right to work in the UK check](#)'. If 'No', please provide details.

Do you have any unspent criminal convictions? Yes No

Please list any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974.

Employment History (start with current or most recent)

Employer's name and address	Dates of Employment	Job title and duties/key achievements	Reason(s) for leaving

Driving license (driving positions only)

Do you hold a current full UK driving license? Yes No

License number

Date license obtained

Class of license

Do you have any driving endorsements/penalty points? Yes No

Please give details of any points or driving convictions, including any pending convictions (any declarations are subject to the Rehabilitation of Offenders Act 1974).

How long have you driven Class 1 / Class 2 (delete as required) for?

When did you last work as a professional Driver?

Relevant education and qualifications

School/college/university	Dates	Qualifications/subjects	Grades

Skills, experience and training

Please give a brief overview of your computer literacy (please specify software and level of experience eg basic/expert)

Languages spoken/written

Please give details here of any other experience, skills, training/courses, membership of professional body etc, interests/hobbies that you feel will support your application.

Why do you wish to be considered for this particular job?

References

Name	Name
Job Title	Job Title
Company	Company
Phone number	Phone number
Email	Email
I give / do not give permission to contact this referee prior to an offer of employment being made (please delete as required)	I give / do not give permission to contact this referee prior to an offer of employment being made (please delete as required)

Supplementary information

When are you available to start work?

Have you worked for TP Niven or an associated company before?

Have you ever made an application to TP Niven before?

Do you have any friends or relatives who work for TP Niven?

Data Protection

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of complying with legal obligations and at your request to enter into the application process prior to potentially entering into a contract with you, and to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our [Job Applicant Privacy Notice](#) contained within this pack.

Employee Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.

Signature	Print name	Date of signing
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7.1. Application stage

- Remember to submit your application to the correct contact (see section [3.1](#)) and by the deadline provided (if applicable, for example if stated in job advert).

7.2. Interview (and Driving Assessment stage)

Please bring with you:

All applicants:

- Right to Work in UK documentation (see requirements in section '[Right to work in the UK check](#)')

Driving applicants only:

- DVLA license check code – you will not be able to complete the Driving Assessment without this
- Driving license – you will not be able to complete the Driving Assessment without this
- CPC card
- Tacho card
- If you have safety shoes, please wear them to your driving assessment.

Thank you for your time and interest. If you have any questions please get in touch using the details at section [3.1](#).