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# TP Niven Ltd - Application Form (handwritten response)

**CONFIDENTIAL**

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| 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 | |
| National insurance number | |
| Home address incl post code | |
| Telephone 1 | |
| Telephone 2 | |
| Email address for 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’ in the Job Applicant Pack. 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. | |

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| **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 |
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*Please continue on separate sheet if necessary*

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| 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? |

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| **Relevant education and qualifications** | | |
| School/college/university | Dates | Qualifications/subjects and Grade |
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*Please continue on separate sheet if necessary*

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

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| 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? |

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| 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, andto 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 the Job Applicant pack. |
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| 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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| **Space for additional information if required** |