

# E- Zec Medical Transport Services Ltd

## APPLICATION FORM



PLEASE COMPLETE USING BLACK INK OR TYPE

<b>APPLICATION FOR THE POST OF:</b>	
<b>LOCATION:</b>	<b>JOB REF. NO:</b> (where available)
<b>FORENAME</b>	<b>SURNAME</b>
<b>TITLE:</b>	<b>Please give details of any previous surnames:</b>
<b>ADDRESS FOR CORRESPONDENCE:</b>	<b>TELEPHONE NUMBERS</b>
	HOME:
	WORK:
	May we contact you at work? Yes/No
<b>POSTCODE:</b>	<b>MOBILE:</b>
<b>E-MAIL ADDRESS:</b>	<b>NATIONAL INSURANCE NUMBER:</b>
	<b>DRIVING LICENCE NUMBER:</b>

Employment History	
<b>PRESENT OR MOST RECENT EMPLOYMENT</b>	
<b>Name &amp; address of employer:</b>	<b>Job title and summary of main duties:</b>
<b>Nature of business:</b>	<b>Are you still currently employed by this organisation?:</b>
<b>Date of appointment:</b> dd/mm/yyyy	<b>Current Salary or hourly rate:</b>
<b>Reasons for leaving (If applicable):</b>	<b>Notice required:</b>

<b>PREVIOUS EMPLOYMENT</b>				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From Month / Year	To Month / Year	Job title and summary of main duties	Reasons for Leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

Qualifications and Training				
<b>EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)</b>				
Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.				
School, College, University	Examination, course (with dates)	From	To	Result/Qualifications gained
<b>INSERVICE TRAINING</b> Give details of the most recent, relevant courses attended and indicate any awards earned.				
Course Title	Provider	Duration	Dates	

References	
Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. <b>It is the normal practice for references to be obtained before any formal interview.</b>	
If you were known to either of your referees by another name please give details:	
<b>1<sup>st</sup> Referee</b> <b>If this is your current employer please confirm that we can contact before interview. Yes/No</b>  <b>Name:</b> _____ <b>Position:</b> _____ <b>Address:</b> _____ <b>E-mail Address:</b> _____ <b>Tel:</b> _____ <b>In what capacity does the above know you?</b>	<b>2<sup>nd</sup> Referee.</b>  <b>Name:</b> _____ <b>Position:</b> _____ <b>Address:</b> _____ <b>E-mail Address:</b> _____ <b>Tel:</b> _____ <b>In what capacity does the above know you?</b>

### **Achievements, Personal Qualities and Skills**

Please use this section to say why you are applying for this position. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. Please continue, if necessary, on a further sheet, which must be attached securely to this form.

<b>Additional Information</b>	
1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK?	
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? If so, please give details:	
3. Do you hold a full current driving licence? 4. Do you have class C1 and D on your licence? How long have you held a full driving licence?	YES/NO YES/NO
5. Please provide details of any points on your licence:-	
5. Do you hold a current valid First Aid at Work Certificate (3 day course)?	YES/NO
6. Please provide details of any vehicles driven which are larger than a car:	
7. If you have a disability please provide us with details of any special arrangements you may need to make if you are short listed for interview.	
8. How many working days have you lost due to sickness absence over the past twelve months?	

<b>Criminal Convictions – Rehabilitation of Offenders Act 1974</b>
--

E-Zec Medical Transport Services Ltd aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As E-Zec Medical Transport Services Ltd meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have either in the UK or abroad, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information could result in disciplinary action, or dismissal by the company and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction, caution, reprimand may be considered 'spent'. Please tick as appropriate:

I do **not** have any criminal offences held against me

I **do** have current criminal offences and/or or prosecutions pending against me

If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your interview, if you are shortlisted.

<b>Signed</b>		<b>Date:</b>	/ /
---------------	--	--------------	-----

E Zec Transport Service Ltd abides by the Criminal Records Bureau Code of Practice, a copy of which is available on request, or visit [www.crb.gov.uk](http://www.crb.gov.uk).

<b>Declaration</b>
--------------------

I agree that any offer of employment with E-Zec Transport Service Ltd is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that E-Zec Transport Service Ltd may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. E-Zec Transport Services Ltd is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Company

<b>Signed:</b>	<b>Date:</b> / /
----------------	------------------

Please note, you will be asked to sign this form if you are invited to an interview.

Please email your completed form to [info@e-zec.co.uk](mailto:info@e-zec.co.uk) or send to HR Dept, Terminal Building, Redhill Aerodrome, Kings Mill Lane, Redhill Surrey RH1 5YP. If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.