

STAGE 1: OWNER-DRIVER APPLICATION FORM



Post Applied For: Location:

Interviewed by: Interview Date:

Accurate Number: Client Number:

THE INFORMATION SUPPLIED ON THIS FORM WILL BE TREATED IN STRICTEST CONFIDENTIALLY IN ACCORDANCE WITH THE 1998 DATA PROTECTION ACT.

Due to the high security of some of Abby Logistics Ltd Customers, you are required to supply personal details to enable security checks to be carried out where appropriate. Please ensure all sections of this application form are complete and there are no gaps.

Section 1 - Personal Details

Title: Male: Female:

First Name: Surname:

Middle Names:

Mobile Number: Landline Number:

Email:

Please provide a full 5 year address history with your present address, ensuring there are no gaps. Continue on a separate sheet if necessary.

Present Address:

Postcode:

Month/Year From: / Month/Year To: /

Previous Address:

Postcode:

Month/Year From: / Month/Year To: /

Previous Address:

Postcode:

Month/Year From: / Month/Year To: /

Previous Address:

Postcode:

Month/Year From: / Month/Year To: /

If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 - Employment History



Present Employment (if now unemployed, give details of your last employer)

Name of Employer:	<input type="text"/>		
Address of Employer:	<input type="text"/>		
	<input type="text"/>		
	Postcode:		<input type="text"/>
Post Title:	<input type="text"/>	Salary:	<input type="text"/>
Date of appointment:	<input type="text"/>		
Department/Section:	<input type="text"/>		
Brief Description of Duties:	<input type="text"/>		
	<i>Continue on separate sheet if necessary</i>		
Period of Notice:	<input type="text"/>	Last Day of Service (if no longer employed):	<input type="text"/>
Reason for Leaving:	<input type="text"/>		

Previous Employment (Most recent first). Please cover the last 5 years and state nature of business.

Name of Employer:	<input type="text"/>		
Address of Employer:	<input type="text"/>		
	<input type="text"/>		
	Postcode:		<input type="text"/>
Post Title:	<input type="text"/>	Salary:	<input type="text"/>
Date of appointment:	<input type="text"/>	Last Day of Service:	<input type="text"/>
Brief Description of Duties:	<input type="text"/>		
Reason for Leaving:	<input type="text"/>		

Name of Employer:	<input type="text"/>		
Address of Employer:	<input type="text"/>		
	<input type="text"/>		
	Postcode:		<input type="text"/>
Post Title:	<input type="text"/>	Salary:	<input type="text"/>
Date of appointment:	<input type="text"/>	Last Day of Service:	<input type="text"/>
Brief Description of Duties:	<input type="text"/>		
Reason for Leaving:	<input type="text"/>		

Section 2 - Employment History - cont'd



Name of Employer:

Address of Employer:

Postcode:

Post Title: Salary:

Date of appointment: Last Day of Service:

Brief Description of Duties:

Reason for Leaving:

Gaps in Employment

Reason	Date From (Month / Year)	Date To (Month / Year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3 - Health

How many days were you absent through illness or injury in the last 12 months?

If you were absent due to an injury, please provide details.

Section 4 - Rehabilitation of Offenders Act 1974

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please provide details and dates of the offence (s) and sentence:

Have you ever received a caution from the Police with respect to the Commission of a Criminal Offence over the last 5 years?

Yes No

If yes, please provide details and dates of the offence (s) and sentence:

Section 5 - Verification of right to work



Are you free to take up employment in the UK with no current legal restrictions?

Yes No

It is our statutory obligation in accordance with the Asylum Immigration Act 1996 that we must ask for proof that you are entitled to work in the UK.

Should you be invited to attend an interview, you will need to bring proof of eligibility with you, please indicate what identification you will bring:

British / EEA Passport

British / EEA Birth Certificate

Work Visa

Other (please specify)

Section 6 - Driving Licence

Do you hold a full licence valid in the UK?

Yes No

Driving Licence Number:

Are there any endorsements on your licence?

Yes No

Have you had any blameworthy accidents in the last 3 years?

If yes please provide details.

Yes No

Section 7 - References

Please provide the names and addresses of two previous employers including your most recent who we can contact. If you are unable to supply these, please supply the details of two referees whom we can contact to conduct a personal reference. These cannot be family members.

Reference 1

Name:

How long have you known this person?:

Relationship:

Organisation:

Address:

Postcode:

Telephone:

Email:

Are you willing for this referee to be contacted prior to interview?:

Yes No

Reference 2

Name:

How long have you known this person?:

Relationship:

Organisation:

Address:

Postcode:

Telephone:

Email:

Are you willing for this referee to be contacted prior to interview?:

Yes No

Section 8 - Declaration and Consent



The information contained within this application form will be verified by Abby Logistics Ltd using, a pre-employment screening specialist. We will handle your data in accordance with the requirements of the Data Protection Act 1998 and any relevant local legislation. Abby Logistics Ltd will only use your personal data for the purpose of pre-employment screening.

Please read the following statements carefully before completing and signing below.

I understand and agree that my appointment is conditional upon the verification, to Abby Logistics Ltd provided on the form and that this information and that contained on attached documents is true and completed to the best of my knowledge.

I also understand that I may incur civil and/or criminal liability if I attempt to obtain an appointment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment/ appointment, or for dismissal if already employed/appointed.

I hereby authorise Abby Logistics Ltd, to verify information presented on this form, and, to the extent permitted by law, to procure investigative and credit history reports for that purpose in the UK and, if appropriate, overseas.

I also voluntarily authorise Abby Logistics Ltd to perform reference checks of my employment/ assignment history, including my current employment/assignment. I understand that no contact will be made with my current employer/ agency until I have either resigned my employment with them or agreed to the contact in advance of this.

I am aware that it may be necessary, if I have lived or worked outside the European Union, for the information given in this application to be transferred to countries outside of the European Union. I understand that this would only be for the purpose of verification, and that some countries have less comprehensive data protection legislation than those in the European Union.

I hereby authorise Abby Logistics Ltd to check details with /against fraud prevention databases. Should our investigations identify fraud or the commission of any other criminal offence by you [on your part] when applying for, or during the course of your duties with Abby Logistics Ltd, we will record details of this on the fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other organisations to prevent fraud. Please sign below to confirm that you understand how your data will be used should our investigations identify fraud or the commission of any other criminal offence by you.

I authorise Abby Logistics Ltd to apply for a disclosure of criminal convictions on my behalf and I agree to provide any assistance or documentation required to complete the Disclosure application. I consent to the information contained in the Disclosure being viewed by Abby Logistics Ltd. I understand that Abby Logistics Ltd will treat the Disclosure in accordance with their policy on the secure storage, handling, use, retention & disclosure of Disclosure information.

Signature required: Date (DD/MM/YYYY):

First Name (Print): Surname (Print):

Middle Names (Print):

Country of Birth (Print): Town of Birth (print):

Mother's Full Maiden Name (Family name, previous name (s) used):

Please send completed forms plus a copy of your driving licence, passport, / EU identity card and utility bill (in your name and dated within the last 3 months). If unavailable a valid TV licence, credit / store card statement.

Please contact on If you have any queries

PLEASE SEND COMPLETE FORMS AND ATTACHMENTS TO
Recruitment, Abby Logistics Ltd, Andrew James House, Bridge Road, Ashford, Kent. TN23 1BB
or email: recruitment@abby-group.com

Section 9 - Equal Opportunities Monitoring



This section of the application will be detached from your application and will be used solely for monitoring purposes, or to allow reasonable adjustments to be considered and made with regards to disability.

The Company recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

WHITE

- British Irish Any other White background*

MIXED

- White & Black Caribbean White & Black Asian White & Asian Any other Mixed Race background*

BLACK OR BLACK BRITISH

- Caribbean African Any other Black background*

ASIAN OR ASIAN BRITISH

- Indian Pakistani Bangladeshi Any other Asian background*

CHINESE OR OTHER ETHNIC BACKGROUND

- Chinese Any other Ethnic background*

* Please specify

Date of Birth ___ / ___ / _____

Do you consider yourself to have a disability? Yes No

If yes, please give details:

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities".

If you wish, you may disclose information about yourself in this section about your religion or sexual orientation.

ABOUT THIS APPLICATION

How did you hear about this position?

W COURIER WORKSHOP

Fuel Cards

We can provide Fuel Cards with up to 6 weeks of credit, no bonds needed and no credit checks! Our KeyFuels Diesel can offer discounted savings of up to 6p per litre on forecourts prices.

Part Early Payments

If you are paid monthly we can offer Part Early Payments (PEPs) of your invoices. The standard weekly PEP is £250; this will cost you an early payment discount on your invoice to the amount of £12.50 if you spend more than £400 per month on your fuel card or £20 if you spend less than £400 per month on your fuel card. We can offer an additional weekly PEPs over £250 at a fixed early payment discount cost of 8%, subject to status and availability.

Commission

Also if you do introduce somebody to our Scheme, we do pay commission of £150 payable after the driver you introduced to Courier Workshop has completed his/her first six weeks using the fuel cards. This can be easily done by giving us the persons...

1. Telephone number or
2. Email address or
3. Home address

And we'll do the rest!

This only applies to drivers within a different courier company that we can then set up the Courier Workshop Scheme with.



If you have any questions or are interested in any of the above services please do not hesitate to contact us.

You will only need to complete a Registration Form, Drivers Agreement and provide ID.



☎ 01233 225 395

✉ info@courierworkshop.co.uk

🏠 www.courierworkshop.co.uk

Courier Workshop - VAT No. 923 9045 23

Part of The Workshop Group - www.theworkshop-group.com - Terms & Conditions apply to the above offers.

W COURIER WORKSHOP

Mobile Phones

We may be able to offer you the possibility of having a free phone that offers...

1. Unlimited Calls in the UK (not abroad or to 08 & 09 numbers)
2. Unlimited UK text messages (not including SMS)
3. Free voicemail
4. Free landline calls starting 01, 02 & 03 only.

We are offering this at a low cost of only £24 + VAT per month.

Anything outside the free allowance will be charged back to you.

Apple Products

We can supply discounted Apple products. We are currently offering the opportunity of providing an iPad Mini 16 GB (Space Grey) at a one off cost of only £250.00 that can be deducted from your invoices.



The iPad Mini is both Wi-Fi and Cellular (4G) so can accept a SIM card. RRP is £299.

This includes a data plan for 12 months with 2gb download per month with EE.

Pre-Paid Credit Cards

If you would rather have a pre-paid credit card that will allow you to purchase fuel at those lower priced Supermarkets such as **Tesco, Asda and Sainsbury's**, then this is something we can provide.

There will be no interest as long as the original Fuel Receipts are posted to us or there will be a cost of 8% to your invoice for Early Payment Discount.

Also if these cards are used for anything other than Fuel; 8% will also be applied.



Call us today on:
01233 225 395

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info@courierworkshop.co.uk

www.courierworkshop.co.uk

Courier Workshop - VAT No. 923 9045 23

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