

# Application Form

## Personal Details

Forename		Surname	
Current Address			
Contact Details	Home/Mobile Numbers:  Email address:		
Position applied for			
How did you hear about the position?	Recommendation ( Please give name & relationship)		
	Advert (Please provide details)		
	Speculative application or other (Please give details)		
Are you eligible to work in the UK?	Please note if you are shortlisted and invited for interview, you will be required to produce proof of ID at interview stage, including an original valid passport. If you are not a UK passport holder, you will be required to provide proof of settled or pre-settled status if you are a EU citizen, or a relevant visa if not.		
Please provide details of your current or most recent salary, working hours and benefits			
What days / hours are you available for work?			
When are you able to start work?	Please give details of any holiday booked or dates you are unavailable to work		

## Do you have the following?

A full Driving Licence?	If yes, give Driving Licence No:
An LGV Licence?	*Type 3.5 T 7.5 T HGV2 HGV1
Any current endorsements or points?	If yes ,give details:
Use of a car?	
A Valid Passport?	Please provide Passport No and expiry date:
A valid DBS (Disclosure Barring Service Certificate)? Provide DBS Update Service ID	<i>Please note a basic DBS (previously known as a CRB Criminal Record Check) is an essential requirement for all employees working in customer's homes and this will be checked before commencing employment / being able to work unsupervised in customer's homes</i>

**Employment History**

Please give details of your previous job history, beginning with your most recent. Include work experience, part-time and temporary positions and any periods of unemployment and reasons why **[attach an additional sheet if necessary]**.

<b>Dates</b> From / To	<b>Employer Name</b> Address & Contact Number	<b>Position Held</b> Job title, responsibilities, duties, working hours	<b>Reason for leaving</b>

**Education**

<b>College / University</b>	<b>Dates From / To</b>	<b>Course</b>	<b>Qualifications / Grades Obtained</b>

  

<b>School</b>	<b>Dates From / To</b>	<b>Subjects</b>	<b>Qualifications / Grades Obtained</b>



### Experience and Skills

Please use this section to briefly explain how you meet the Essential and Desirable Criteria outlined in the Job Description **[attach an additional sheet if necessary]**. Please cover as many of these requirements as possible in your answer as this will be used to short-list candidates

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### Disabilities

Do you consider yourself to have a disability?	
If yes, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:	
Do you have a health condition that affects your ability to do the job you have applied for, e.g.. lift heavy items/ climb stairs? If yes, please give details	
Do you believe that any reasonable adjustments may be appropriate to enable you to fulfil these essential elements of the role? Please note that it may be necessary for H2H to take medical advice on this matter prior to confirming your appointment.	

### Criminal Convictions

Upon offer of employment we reserve the right to request a DBS Disclosure Check. The disclosure will include details of cautions, reprimands or final warnings as well as convictions. Please provide details of any convictions which are not spent under the term of the Rehabilitation of Offenders Act 1974:

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**Failure to disclose details of an unspent conviction / s will be treated as gross misconduct and is likely to lead to instant dismissal.**

## Referees

It is a condition of employment that we obtain satisfactory employment references. Please give the details of two referees, one of which should be your current or most recent employer. Please ensure you provide full contact details of the Owner/ Manager or Head Office (references from other colleagues will not be acceptable):

Name & Postal Address		Name & Postal Address	
Contact Email/ Telephone		Contact Email/ Telephone	
Relationship to applicant		Relationship to applicant	
May references be taken up before interview?		May references be taken up before interview?	

## General Data Protection Regulations (GDPR)

H2H treats personal data collected during the recruitment process in accordance with its Data Security and Information Assurance Policy and Privacy Notice. Information about how your data is used and the basis for processing your data can be provided on request.

## Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that any false, incomplete or misleading statements may lead to my dismissal.

APPLICANT SIGNATURE

PRINT NAME

DATE

Completed application forms should be returned to The Company Secretary, House 2 Home Removals, Unit 9, Forge Works, Weston on the Green, Oxfordshire, OX25 3AB or by e-mail to [Michelle@h2hremovals.co.uk](mailto:Michelle@h2hremovals.co.uk)