



APPLICATION FORM

PCV DRIVER

Please complete in own handwriting

COMPANYCONFIDENTIAL

*Delete as applicable

PERSONAL

Application for employment as

Surname Forename(s)

Address Daytime Tel No.....

..... Evening Tel No

..... Postcode Mobile Tel No

Have you ever been employed by any Company within EYMS Group Limited? YES/NO*

If YES, please state Department

Depot

From To

Are you related to anyone currently working for any Company within EYMS Group? YES/NO*

If YES, please give details

EDUCATION

Secondary Schools	Examinations and Results

College/University/ Other Training	Courses and Results

* Delete as applicable

DRIVING

Do you have a full, current driving licence? YES/NO*

Have you had any driving accidents/convictions in the last 3 years? YES/NO*

If YES, please give brief details

.....

.....

Have you ever been employed as a Driver of a Public Service Vehicle? YES/NO*

Current PCV driving entitlement expiry date.....

Details of type, make and weight of vehicles driven

.....

.....

Does your licence have any endorsements? YES/NO*

If YES, state number and details of endorsements

.....

.....

Have you ever been refused a licence? YES/NO*

If YES, please give brief details

.....

.....

.....

REFERENCES

Please provide details of two people who we may approach for a reference, one of whom should be your current or most recent employer. Your current employer will not be contacted without your permission.

<p>1 CURRENT OR MOST RECENT EMPLOYER</p> <p>Name</p> <p>Position</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>2 OTHER</p> <p>Name</p> <p>Position</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>
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* Delete as applicable

CONVICTIONS

IMPORTANT INFORMATION

PLEASE NOTE THAT THE POSITION OF PCV DRIVER MAY REQUIRE YOU TO UNDERTAKE DUTIES WHICH LEAVE YOU IN SOLE CHARGE OF CHILDREN OR VULNERABLE ADULTS. AS SUCH THIS POSITION IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974 AND WILL REQUIRE A FULL CRIMINAL HISTORY DISCLOSURE. A COPY OF EYMS GROUPS POLICY ON THE RECRUITMENT OF EX OFFENDERS IS ATTACHED FOR YOUR INFORMATION

PLEASE NOTE THAT IN THE EVENT OF A SUCCESSFUL APPLICATION A CRIMINAL RECORD BUREAU CHECK WILL BE CARRIED OUT FOR THIS POSITION HOWEVER HAVING A CRIMINAL RECORD WILL NOT NECESSARILY PREVENT ANY OFFER OF EMPLOYMENT. THE CRIMINAL RECORDS BUREAU HAVE A CODE OF PRACTICE WHICH EYMS GROUP ADHERES TO A COPY OF WHICH CAN BE MADE AVAILABLE UPON REQUEST

Have you ever been convicted of a criminal offence? YES/NO*

N.B. This relates to **any** offence, not just those connected with driving.

If YES, please give details: Date

Place

Nature of Offence

.....
.....
.....
.....

DECLARATION

The facts set out in this application for employment are, to the best of my knowledge, true and complete. I understand that if I am appointed to a post within the EYMS Group and it is subsequently found that I have failed to give correct information or failed to declare any material fact, this could lead to termination of employment without notice.

Signature Date

EQUAL OPPORTUNITIES MONITORING

As part of the recruitment procedure and our commitment to ensuring equality of opportunities in our recruitment process we will ask you to complete a brief equal opportunities monitoring form during the initial stages of recruitment. Completion of the form will be optional and will not be seen by the recruiting officer however it would greatly assist us in our monitoring if this form is completed.

Pre-employment health questionnaire

PRIVATE AND CONFIDENTIAL

Please be aware that a completed health questionnaire must be included with every application form otherwise your application cannot be considered.

The health of each candidate is considered individually and no decision to reject a candidate on medical grounds will be made without a medical examination or medical advice being sought.

You should notify us immediately if you have any serious illness after completing this form and before you take up the appointment offered as a result of your application.

If you give any information that you know is false – or you withhold any information – your application may be rejected (or, if already appointed, you may be dismissed).

SECTION ONE – RECRUITMENT – TO BE COMPLETED BY THE EMPLOYER

Company	Department
Name of person responsible for recruitment	
Name and contact telephone number of person to whom medical clearance should be returned	
Job title/position applied for	
Typical tasks associated with this job	
In which department will the employee be working?	
Proposed date of joining company	
Please tick boxes regarding job hazards	None <input type="radio"/>
Heavy physical work or manual handling <input type="radio"/>	Repetitive upper limb movements <input type="radio"/>
Extremes of temperature <input type="radio"/>	Noisy environment <input type="radio"/>
Respiratory or skin hazards <input type="radio"/>	Vocational driving (HGV/LGV/PCV/Fork lift) <input type="radio"/>
High mental demands <input type="radio"/>	Night work <input type="radio"/>
Other hazards – especially other chemical hazards -- please specify	

SECTION TWO – TO BE COMPLETED BY THE EMPLOYEE

Surname	Date of birth
Forename	Sex Male / female
Home address	
Post code	Contact tel number

Please complete the next page

SECTION THREE – MEDICAL HISTORY/DETAILS

Do you, or have you ever suffered from any of the following:

(For questions 3.1 to 3.12 inclusively, indicate if you have you ever suffered from any of the **following** conditions by underlining the appropriate condition **and providing details** in the comments box on the back page)

	Yes	No
3.1 tuberculosis, pleurisy, asthma, bronchitis, or any other lung, throat or ear complaint, including deafness	<input type="radio"/>	<input type="radio"/>
3.2 any disorder of the heart, circulatory system, high blood pressure	<input type="radio"/>	<input type="radio"/>
3.3 persistent indigestion, gastric or duodenal ulcer, intestinal complaint or rupture	<input type="radio"/>	<input type="radio"/>
3.4 epilepsy or fits	<input type="radio"/>	<input type="radio"/>
3.5 any psychological or nervous complaint	<input type="radio"/>	<input type="radio"/>
3.6 diabetes, gout or any kidney or bladder complaint	<input type="radio"/>	<input type="radio"/>
3.7 any arthritis, slipped disc, rheumatism, back trouble or upper limb problem	<input type="radio"/>	<input type="radio"/>
3.8 dermatitis, other skin complaint or allergic condition	<input type="radio"/>	<input type="radio"/>
3.9 sleep apnoea, narcolepsy or cataplexy	<input type="radio"/>	<input type="radio"/>
3.10 frequent headaches or migraine	<input type="radio"/>	<input type="radio"/>
3.11 any eye complaint including blurred vision or eye discomfort	<input type="radio"/>	<input type="radio"/>
3.12 any other significant medical problem? <i>(excluding coughs/cold/flu or any of the conditions listed above)</i>	<input type="radio"/>	<input type="radio"/>
3.13 Do you normally wear glasses or contact lenses?	<input type="radio"/>	<input type="radio"/>
3.14 When did you last have an eyesight test? _____ (month) _____ (year)		

If you answer 'Yes' to questions 3.15 to 3.20 please provide details in the comments box on the back page

3.15 Do you have any difficulty in recognising different colours?	<input type="radio"/>	<input type="radio"/>
3.16 <i>Have you ever failed a medical examination of any kind?</i>	<input type="radio"/>	<input type="radio"/>
3.17 <i>Have you ever consulted, or been recommended to consult a medical specialist</i>	<input type="radio"/>	<input type="radio"/>
3.18 <i>Have you ever been in hospital as a patient? (Please provide details on page 4)</i>	<input type="radio"/>	<input type="radio"/>
3.19 <i>Are you currently on any treatment being prescribed by a Doctor?</i>	<input type="radio"/>	<input type="radio"/>

(If you answer 'Yes' to question 3.20, you may be sent a supplementary health questionnaire for completion so that the medical staff can assess appropriate and reasonable work adjustments for you)

3.20 With reference to the Disability Discrimination Act, do you have any physical or mental impairment, which significantly affects your daily living?	<input type="radio"/>	<input type="radio"/>
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The next question only is to be answered by female applicants where the proposed employment might present as a risk during pregnancy.

3.21 <i>Are you pregnant?</i>	<input type="radio"/>	<input type="radio"/>
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If yes, how far are you into the pregnancy? _____ (months)

Please complete the next page

SECTION FOUR – OCCUPATIONAL HISTORY/DETAILS

	<i>Yes</i>	<i>No</i>
4.1 Have you ever worked for the company before?	<input type="radio"/>	<input type="radio"/>
4.2 How many jobs have you had since you started work?	_____	
4.3 What industries have you worked in before applying for this job?	_____	
<i>For example</i> <i>Machine operator for light engineering company</i>	<i>1985</i>	<i>1989</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

For questions 4.4 to 4.8 inclusive – ‘Have you ever worked ...

4.4 in a dusty environment?’	<input type="radio"/>	<input type="radio"/>
4.5 in a noisy environment?’	<input type="radio"/>	<input type="radio"/>
4.6 with chemicals?’	<input type="radio"/>	<input type="radio"/>
4.7 with x-rays or other forms of radiation?’	<input type="radio"/>	<input type="radio"/>
4.8 with vibrating tools?’	<input type="radio"/>	<input type="radio"/>

For questions 4.9 to 4.14 inclusive – ‘Have you ever ...

4.9 had a repetitive strain injury or an upper limb problem?’	<input type="radio"/>	<input type="radio"/>
4.10 had any problems related to alcohol?’	<input type="radio"/>	<input type="radio"/>
4.11 had any problems related to the use of illegal or prescribed drugs?’	<input type="radio"/>	<input type="radio"/>
4.12 had any disease or injury arising out of your work e.g. deafness, backache, dermatitis, asthma or vibration white finger?’	<input type="radio"/>	<input type="radio"/>
4.13 been advised for medical reasons not to do night work, shift work, or any other kind of work?’	<input type="radio"/>	<input type="radio"/>
4.14 undergone health surveillance due to hazards in your previous job?’	<input type="radio"/>	<input type="radio"/>
4.15 Are you in receipt of a disability pension?	<input type="radio"/>	<input type="radio"/>

4.16 What is your height?	_____	<small>feet/ins / metres</small>	4.17 What is your weight?	_____	<small>stones/Kgs</small>
4.18 Do you smoke?	<i>No</i>	<i>Yes</i>	If “yes”, how many? (cigarettes/cigars/pipes)	_____	
	<input type="radio"/>	<input type="radio"/>		<small>per day</small>	
4.19 Do you drink alcohol?	<i>No</i>	<i>Yes</i>	If “yes”, what is your average weekly intake? <small>(½ pint / glass wine/ measure spirit = 1 unit)</small>	_____	
	<input type="radio"/>	<input type="radio"/>		<small>Units per week</small>	

4.20 SICKNESS ABSENCE

Within the past 12 months:

- How many days have you been unable to attend work/studies or undertake normal daily living tasks, through sickness? _____
- How many episodes of sickness absence have you had? _____

Please use box overleaf to indicate the cause of any absence that you have had.

Please complete the next page

If you have answered “yes” to any question on pages 2 or 3 of this questionnaire, with the exception of questions

3.13, 3.14, & 3.21 or 4.1, 4.18 & 4.19, please give details in the space below, continuing on a separate sheet of paper if necessary, and include:

§ *the date that the problem occurred and whether the condition is still present*

§ *details of any medication used or treatment undertaken in connection with the condition, and*

§ *details of any other medical condition not referred to within this questionnaire.*

Data Protection Act Clause and Declaration – Pre-employment health questionnaire

Under the Data Protection Act 1998, the information you supply about yourself in this form is known as your personal data and information about your health, medical history and any treatment you have received is called ‘sensitive personal data’. The form including your ‘sensitive personal data’ may be used by AXA PPP healthcare to assess whether you are fit for the post for which your application is being considered. Your consent is required before this processing can take place. Please see the declaration below.

SECTION FIVE – DECLARATION

PLEASE READ CAREFULLY. By signing this declaration you will be giving your consent to the processing of the information you have supplied. If you do not understand the content of this form, the content or the effect of the declaration or you feel unable to give your consent, please contact the person responsible for recruitment mentioned on part 1 for further information.

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE DATA PROTECTION NOTICE ABOVE. I HEREBY AGREE AND CONSENT TO THE PROCESSING OF THE INFORMATION THAT I HAVE SUPPLIED ABOUT ME. I declare that all the foregoing statements are true and complete to the best of my knowledge and belief and I am not aware of any other medical condition not referred to elsewhere in this questionnaire. I understand that any misrepresentation will invalidate my application and if employed, could lead to my dismissal. I understand that I may be required to undergo a medical examination by the company’s appointed medical adviser for pre-employment purposes only.

Your signature		Date	
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SECTION SIX - DO NOT WRITE IN THIS SECTION OF THE QUESTIONNAIRE

Initial review of PEHQ and further action required

- | | |
|--|---|
| <input type="radio"/> Obtain further information - | <input type="radio"/> Obtain consultant report |
| <input type="radio"/> Obtain GP report | <input type="radio"/> Arrange IMA |
| | <input type="radio"/> Issue DDA questionnaire (OHS 150) |

Final conclusion

- | | |
|---|---|
| <input type="radio"/> Fit for position | <input type="radio"/> Unfit for position |
| <input type="radio"/> Employee covered by DDA | |
| <input type="radio"/> Fit for employment in a limited capacity <i>or</i> amendments to the working environment should be considered (see below) | |

Comments

Clinician		Date	
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