



Name:
Applicant No:
Date:

Passport Photo
<i>(If applicable)</i>

# Driving APPLICATION FORM

Inside Right is committed to supporting all their workers, protecting them from any form of exploitation and operating in accordance with UK legislation.

As part of this commitment we inform all new recruits that it is against UK law to ask workers to pay anything in order to gain work in the UK. As of April 2009 this also extends to paying money to people outside of the UK to gain work in the UK. Inside Right does not utilise or associate with companies in or outside the UK who charge workers to help gain employment.

For this reason we would ask workers who have been asked to pay any money to any individual, company or agency to enable them to find work with Inside Right, to inform us below or if you prefer you can inform Inside Right directly by calling our Workers Support Team on 01902 21 27 58. Please supply full details of any such payments and who you have paid monies to and leave your contact information.

I hereby confirm I have not paid any monies to Inside Right or any company associated to Inside Right to gain employment in the UK and agree to inform Inside Right should I be approached by any person in the future asking for similar requests. I understand I may have to pay UK government agencies such as the Home Office to gain a workers permit in the UK which I am required to pay a fee for, Inside Right may apply for this on my behalf and request the required fee.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Dated \_\_\_\_\_

---

---

I have been charged to gain work in the UK below are all the detail of the charge and the person I have paid:

Name of person I paid : \_\_\_\_\_

Name of Agency I paid : \_\_\_\_\_

Date paid : \_\_\_\_\_

Amount paid in GBP: £ \_\_\_\_\_

Address of person or agency I paid : \_\_\_\_\_

Contact telephone numbers and email for the person or agency I paid : \_\_\_\_\_

I hereby give Inside Right permission to contact the above to follow investigate on my behalf.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Dated \_\_\_\_\_

**Personal Details****MANDATORY, PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

Surname (Mr/Mrs/Miss/Ms) \_\_\_\_\_

Forenames \_\_\_\_\_

Permanent address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

**Your Payslip will be emailed to this address.**Male  Female  (please tick) Date of Birth: \_\_\_\_\_National Insurance Number:         Do you hold a full current UK driving licence? YES  NO 

Give details of any endorsements: \_\_\_\_\_

Do you have regular use of a car  motorcycle  bicycle Do you have any convictions, other than those spent? YES  NO 

(if 'YES') please give details: \_\_\_\_\_

Do you have any motoring convictions in the last 10 years? YES  NO 

(if 'YES') please give details: \_\_\_\_\_

Nationality (this information is required by The Employment Agencies Act): \_\_\_\_\_

**Next of Kin:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tel No: \_\_\_\_\_

**To be completed by non-British and Non—EC nationals only**

Date of entry into the UK \_\_\_\_\_

Do you require a work permit? YES  NO 

If yes, what type and expiry date: \_\_\_\_\_

**Banking Details**

Bank/Building Society: \_\_\_\_\_ Account No: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Building Society Reference No: \_\_\_\_\_

Name of Account Holder: \_\_\_\_\_

Is this your personal account ? YES  NO  Pay Type: PAYE  Composite Company  Ltd Company 

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Work Requirements

### Work you have done previously, or have knowledge of: (Please tick)

Tachographs		Multi-drops		Collection		Delivery	
Rope & Sheet		Tipplers		ADR		HIAB	
Skips		Drawbar		Refrigerated		Plant Vehicles	
Tankers		Mixers		Furniture		Roll on/off	
Tail Lifts		FT - Reach		FT - Counterbalance		FT - Other	

What Driving Licence do you hold? \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Driving Licence No. \_\_\_\_\_

Do you hold a digital tacho graph card? YES  NO  Start Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you have any other transport qualifications? YES  NO

Type/Group(s): \_\_\_\_\_

Expiry Date(s): \_\_\_\_\_

How far are you prepared to travel? \_\_\_\_\_

### Please indicate days and hours that would suit you better: (Please tick)

MON		TUES		WED		THURS		FRI		SAT		SUN			
DAYS				NIGHTS				EARLIES				LATES			

Other information relevant to your application: \_\_\_\_\_

## Qualifications & Experience

### Professional Qualifications

Name of Professional Body	Membership Grade	Was Membership gained by examination	Date

### Further/Secondary Education

Name of School/College	Subject	Qualification (GCE, CSE, GCSE etc.)	Grade	Date

### Recent Assignments

Agency	Client	Contact	Job Type	Pay Rate

## Employment History

Please list your last two positions or the last five years, which ever is greater

### Previous Employer

Name of Previous Employers	Position Held	To	From	Salary/Rate of Pay	Reason For Leaving

## Referees

Please give name of present employer and next most recent employer. College/School leavers should give the name of lecturers/teachers as appropriate.

If this is not possible, please give names of persons best able to write a reference in support of your application.

You should not give friends/relatives as referees.

Referee 1

Company: _____
Name: _____
Position: _____
Address: _____
_____
_____
Postcode: _____
Tel No: _____
Dates of Employment: _____

Referee 2

Company: _____
Name: _____
Position: _____
Address: _____
_____
_____
Postcode: _____
Tel No: _____
Dates of Employment: _____

## 48 Hour Waiver

The Working Time regulations 1998 ('the regulations') require the Company to limit your average weekly working time to 48 hours unless you agree with the company that the limit shall not apply to you.

The Company wishes to have an agreement with you. It proposes an agreement (which shall apply until terminated by notice) on the basis that:

1. the 48 hour limit on average weekly working time will not apply to you;
2. you may terminate the agreement (so that the 48 hour time limit would apply to you) by giving the person at the Company to whom you usually report 3 month's written notice

Under the Regulations, the Company must keep records relating to your working time. This is the case whether or not you reach an agreement with the Company about waiving working time limits.

If you accept the Company's proposal, please sign below. This document will then be a record of agreement between you and the Company.

I agree

I disagree

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

## Criminal record and security checks This information will be used to identify appropriate opportunities for you and NOT as a short listing tool in the recruitment process

Do you hold a Criminal Records Bureau Disclosure or overseas police check carried out within the last 3 years?  
If yes, please give details Yes/No

Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?  
If yes, please give details Yes/No

You may be offered an opportunity to work within an environment or establishment where you may come into contact with children or other vulnerable groups, or your profession/occupation may fall within certain excepted categories. Where this is likely to apply, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 requires us to ask you for additional information.

A criminal record check from the Criminal Records Bureau may be required where this type of work is sought.

Do you have any previous convictions, whether or not they are "spent" within the Act, including any cautions, reprimands, final warnings, bind-overs or any convictions from overseas?  
If yes, please give details Yes/No

Do you hold any form of current security clearance? Yes/No

Date granted Expiry date

Level of clearance Place of work when granted

I confirm that the information I provided on this form and within my CV, if applicable, is both truthful and accurate. I have omitted no facts that could affect my future employment. I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references. I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the search for work, subject to the relevant Data Protection legislation.

I will inform Inside Right immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work. I understand that Inside Right has the right to request a Criminal Records Bureau Disclosure where they consider it necessary and that any details from this, or any other police checks provided, may be forwarded to a potential employer.

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

## Data Protection & Declaration

### Use of Personal Information

I fully consent to my agency using personal information and data concerning myself in the legitimate pursuit of the company's interests. This includes the supply of such information to third parties outside of the company who are engaged in legitimate business activities with my agency's business.

I also accept that should I wish to rescind this agreement I shall give my agency a minimum of three months notice.

### Declaration

I declare that I have answered the questions honestly and fully. I realise that any false or incomplete statement on my part will render me liable to my registration or temporary work being withdrawn. I agree that the information given on this form may be used for registered purposes under the data protection legislation.

I declare I have been supplied with the agency workers handbook and health and safety information.

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

## DRUGS, CONTROLLED SUBSTANCES AND ALCOHOL POLICY

Inside Right operates a strict zero tolerance policy on the use of drugs, controlled substances and alcohol.

Temporary workers are strictly forbidden from driving or working while under the influence of drugs, alcohol or any controlled substances unless prescribed by a Doctor and have no adverse affect upon your ability to perform your duties in line with current health and safety regulations.

Neither should they sell, distribute or possess any drugs or alcohol while working on a Inside Right assignment.

All Inside Right temporary workers are required to adhere to this policy. Failure to comply will result in immediate termination of your temporary assignment and any further work with the organisation.

I \_\_\_\_\_ hereby confirm that I have read and understood the company's policy on drugs, alcohol and controlled substances and agree to adhere to this.

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

## INSIDE RIGHT MOBILE PHONE POLICY

The use of mobile phones in certain circumstances produces a risk not only to the user but also to others in the vicinity, when the attention of the user may be distracted.

In order to reduce the risk, the following policy must be adopted.

- The use of hand-held mobile phones whilst driving is illegal and employees must not use a hand-held mobile phone under any circumstances whilst driving, as this presents a danger not only to the driver but also to other road users.
- Where it becomes necessary to use a hands-free mobile, drivers should consider bringing their vehicle to a stop at a safe location, giving due regard to the classification of the road conditions at the time.
- Should the facility allow, drivers should consider switching off their mobile phone whilst driving and activate the voice mail facility on the mobile phone. This will allow messages to be delivered at a convenient time when conditions allow.
- Where stipulated, certain vehicle manufactures indicate that mobile phones without an external aerial attached should not be operated under any circumstances within their vehicles due to the possible effects on vehicle electronics and other devices, e.g. air bags. Vehicle handbooks should be referred to for further information.
- Due to the potential lapse of concentration which would place an individual, and others, at risk, mobile phones should not be used whilst operating any item of work equipment or whilst undertaking servicing or repair of vehicles.
- Mobile phones should not be operated under any circumstances in potentially flammable or explosive atmospheres. This includes areas for storage of flammable liquids, including petrol station, and storage areas for explosive devices e.g. air bags.

With regards to possible health effects from radiation whilst using mobile phones no prescriptive and definitive information has yet been produced.

### Employee Declaration

I, the undersigned, have read the above Mobile Phone Policy and I fully understand and agree to comply with the policy.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

# Registration Checklist

**THE FOLLOWING MUST BE COMPLETED BEFORE PUTTING INTO WORK**

Application form completed and declaration signed

Proof of Identification photocopied, signed and dated

Proof to work in UK photocopied, signed and dated (Visa, Work Permit)

Terms and Conditions for Temporary workers issued & signed

Health Assessment questionnaire completed & signed

Banking details completed

Manual Handling Regulation Handout given \*

Driver's supplementary form completed, signed & dated \*

References

1. Sent  Received

2. Sent  Received

Driving Licence checked, photocopied

DVLA check complete

DVLA check reference Number \_\_\_\_\_

P46/P38 Completed or P45 received

Name: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

## Quarterly Driving Licence Check Dates

Date	Copy taken & checked by:	Date	Copy taken & checked by:
Date	Copy taken & checked by:	Date	Copy taken & checked by:
Date	Copy taken & checked by:	Date	Copy taken & checked by: