



Experts in kitchen and bathroom logistics

Application for Employment

Be the driving force,
help us deliver the goods.

Guidance Note for Completing Your Application

Thank you for expressing an interest in employment with Mark Two Distributors. Your application pack consists of:

- Application Form
- Equal Opportunities Questionnaire

Your application may be hand written or typed. Care in completing the form will help us give your application the consideration it deserves.

If your application is successful, you will be invited to a face-to-face interview. Some positions may involve tests as part of the recruitment process (e.g. aptitude, psychometric or Tachograph test). If you are required to undertake a test then you will be informed, when invited to the interview.

When your application is complete please return all documentation to the HR Department.

If we have not contacted you within 4 weeks of submitting you application, please consider your application unsuccessful on this occasion.

We look forward to receiving your application

Employment Application Form

ALL information supplied is treated in the **STRICTEST** confidence. It is important to complete this form correctly to the best of your knowledge, writing in **BLOCK CAPITALS**. Please read this form carefully and complete all the questions, where relevant

| | |
|-----------------------|-----------|
| Position Applied For: | Location: |
|-----------------------|-----------|

Personal Details

| | |
|------------------------|------------|
| Full Name: | |
| Address: | |
| | |
| Postcode: | |
| Telephone No: | Mobile No: |
| National Insurance No. | |

Personal Information

1. Do you have you ever been convicted of a criminal offence, other than a spent application under the Rehabilitation of Offenders Act 1974? Yes No
 If yes, you must give details of all convictions.
 Please do this on a separate sheet and return it with this application form.

2. Are you eligible to work in the UK? Yes No

3. Have you been employed by Mark Two previously Yes No
 If yes, Date From: _____ Date to: _____
 Position: _____

4. Should you be invited to interview are there any adjustments that may be required to permit you to attend? Yes No

5. Do you have a disability, which may require adjustments to the work environment, or arrangements for this role? Yes No
 If yes please give details:

Education/Qualifications

Please detail any academic or professional qualifications you have gained, please include any work based training, health & safety, first aid and computer courses night school classes etc.

| Qualification | Subject | Pass Level |
|---------------|---------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Employment Details | |
|--|---------------------|
| Please note that your current or previous employers WILL NOT be contacted unless you are offered and have accepted a position with Mark Two. Please list current/previous employment details in date order, most recent first. If you require additional space to complete your post-school employment history, please use a separate sheet. | |
| Current/Last Employer: | |
| Address: | |
| | Postcode: |
| Employed from: | To: |
| Position: | Reason for leaving: |
| Line Managers Name: | Telephone No: |
| Previous Employer: | |
| Address: | |
| | Postcode: |
| Employed from: | To: |
| Position: | Reason for leaving: |
| Line Managers Name: | Telephone No: |
| Previous Employer: | |
| Address: | |
| | Postcode: |
| Employed from: | To: |
| Position: | Reason for leaving: |
| Line Managers Name: | Telephone No: |
| Previous Employer: | |
| Address: | |
| | Postcode: |
| Employed from: | To: |
| Position: | Reason for leaving: |
| Line Managers Name: | Telephone No: |

| Hours of Work | |
|----------------------------|--|
| Are you available to work? | |
| Full Time Days | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Full Time Nights | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Shifts | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Part -time | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Driving Licences |
|--|
| Please indicate which categories you are entitled to drive? |
| <input checked="" type="checkbox"/> Category B: Car up to 3.5 tonnes |
| <input checked="" type="checkbox"/> Category B+E: car up to 3.5 tonnes with a trailer |
| <input checked="" type="checkbox"/> Category C: Rigid vehicle of any weight over 7.5 tonnes and allowed to tow a trailer |
| <input checked="" type="checkbox"/> Category C1: Over 3.5 tonnes but not exceeding 7.5 tonnes |
| <input checked="" type="checkbox"/> Category C1E: Rigid vehicles with a trailer |
| <input checked="" type="checkbox"/> Category C+E: No restrictions – e.g. Arctic's and any vehicle smaller |
| <input checked="" type="checkbox"/> Digital Tachograph Card (DTC) |
| <input checked="" type="checkbox"/> None of the above |

| To be completed by DRIVING APPLICANTS ONLY |
|---|
| If you are applying for a DRIVING position with Mark Two you must complete this section IN FULL . Please be aware that you will be required to present your Licence and Driver Card before any formal offer of employment is made. |
| How many years have you held a licence? |
| Licence number: Expiry date: |
| What is your Driver Card number: |
| Please give details of any current convictions on your licence: |
| Please state the number of accidents in which you have been involved in the last 5 years. |
| Have you ever had a vocational licence revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| To be completed by WAREHOUSE APPLICANTS ONLY | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|-----------------|--------------------------|--------------------------|--------------------------|
| If you are applying for a position within the warehouse, please complete this section, ticking whether you have often, rarely or never operated the equipment mentioned. | | | | | | | |
| | Often | Rarely | Never | | Often | Rarely | Never |
| Reach Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fork Lift Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Counterbalance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scizzor Lift | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lollop/Wavetruck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

| Additional Information – ALL APPLICANTS | | | |
|--|------------------|---------------------|-------------------|
| In the last 12 months, how often have you: | Regularly | Occasionally | Not at all |

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Worked with a group of others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Worked without direct supervision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Worked within an environment where safety matters are important | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Worked where you had direct contact with customers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please take this opportunity to highlight any relevant experience, skills, interests/hobbies and achievements gained, professionally or personally which may support your application for the position you have applied for. You may continue on a separate sheet.

References

Please provide the names and contact details covering **the last 2 years employment** that Mark Two can approach for comment on your personality, work and commitment. Please rest assured that your current/most recent employer will under no circumstances be contacted unless you have been offered and accepted a position. Immediate school/college leavers should give educational referees

| | |
|-------------------------------|---------------------|
| Current/Last Employer: | |
| Address: | |
| | Postcode: |
| Employed from: | To: |
| Position: | Reason for leaving: |
| Line Managers Name: | Telephone No: |
| Previous Employer: | |
| Address: | |
| | Postcode: |
| Employed from: | To: |
| Position: | Reason for leaving: |
| Line Managers Name: | Telephone No: |
| Previous Employer: | |
| Address: | |
| | Postcode: |
| Employed from: | To: |
| Position: | Reason for leaving: |
| Line Managers Name: | Telephone No: |

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give will also be used in a confidential manner to help us monitor our recruitment process. Information will be stored for no longer than 6 months. Successful applicants will have their information transferred to their personnel file.

Declaration

I confirm that the information I have provided herein is to the best of my knowledge complete and correct at the time of writing. I understand and accept that any serious discrepancy in the details provided may result in my application being rendered void; the withdrawal of a job offer; or even termination of employment with Mark Two.

| | |
|-----------------------------|------|
| Signature | Date |
| Full Name (Block Capitals): | |

Once complete please use a paperclip to keep the sheets together and return it in an envelope to:

The HR Department, Mark Two Distributors Ltd,
 Bury Road Industrial Estate, Bury Road, Bolton, BL2 6AZ.
 Tel: 01204 360820 Email: HRDept@marktvo.co.uk