

Job Description

Company Name: Robinson Concrete Ltd
Address: 86 Cumber Road, Claudy BT47 4JA
Job Title: HGV Driver
Reporting to: Martin Nutt
Location: Claudy/Ballymoney

Key Tasks and Duties:

1. H.G.V. Driving (Tipper, Mixer Lorry and Off-Loader)
 2. Filling Bins – Loading Shovel Driving
 3. Maintaining Lorry
 4. General Yard Work
 5. Must be able to work flexible hours
 6. Must be willing to assist in general operations in yard
 7. Any other duties as may be reasonably required from time to time by your superior
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I agree to abide by the job description and rules of the Company.

Signed:

Application Form

We are an Equal Opportunities employer, and we welcome applications regardless of religious belief, political opinion, sex, marital status, or disability.

Position applied for: HGV Driver

Surname:
Forenames:
Address:
Post Code:
Contact No: Tel: Mob:
Email:
Date of birth:
National Insurance Number:

Driving Licence

Yes:	No:
Groups:	
Expiry Date:	
Details of Endorsements:	

Are there any restrictions on you taking up Employment in the UK?

Yes:	No:
<i>If yes please provide details:</i>	

Education

<u>School/College/University</u>	<u>Qualifications Gained</u>

Current Membership of Professional bodies

Please note any professional bodies you are or a member with:

Professional Body	Dates from/to:

Employment History

(Please complete in full and use a separate sheet if necessary)

<u>Last/Current Employment</u>	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Reason for leaving:
	Notice Period:
<u>Previous Employment #2</u>	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Reason for leaving:

<u>Previous Employment #3</u>	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Reason for leaving:

Other Employment

Please note any other employment that you would continue with if you were to be successful in obtaining this position:

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References

(Please note two persons from whom we may obtain both character and work references)

Reference #1	Title:
	Forename:
	Surname:
	Address:
	Post Code:
	Contact Number:
	May we approach the above prior to interview? Yes: No:

Reference #2	Title:
	Forename:
	Surname:
	Address:

	Post Code:
	Contact Number:
	May we approach the above prior to interview? Yes: No:

Criminal Record:

(Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders (Northern Ireland) Order 1978. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory disclosure of criminal records.)

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Any other Information to support your application:

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Medical History

Give details of any illness, operation or accident resulting in lengthy absence from work

Are you registered disabled? Yes No

Declaration *(please read this carefully before signing this application)*

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

3. I agree that should I be successful in this application, I will, if required, apply for disclosure of criminal records. I understand that if I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: