



# APPLICATION FORM

(STRICTLY CONFIDENTIAL)

Position in which you are interested:	<ul style="list-style-type: none"><li><b><i>This Application Form is an integral part of our selection procedure. It is in your own interests to complete the form as comprehensively as you can and without reference to an enclosed CV. You may, however, enclose a CV or other relevant material to support your application.</i></b></li></ul>
How did you become aware of this position?	

***Please send your form, completed in your own handwriting, to:***

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## A: PERSONAL DETAILS

Surname (Capitals)		First name(s)	What do you like to be called?
Home address (Capitals)		Do you have the right to work in the UK?  <b>YES/NO</b> If NO, please give details.  (If are invited to interview you will be asked to bring your passport or other ID which proves your identity and right to work in the UK)	
Postcode		Home tel. no. Mobile no. E-mail address	
Date of birth			
Do you hold a full current driving licence valid in the UK? <b>YES/NO</b>		Have you ever been convicted of a criminal offence or do you have any pending court offences?  <b>YES/NO</b> If <b>YES</b> please give details	
Have you completed certified forklift truck training in the last three years? <b>YES/NO</b>			
<i>This section only needs to be completed for tanker driver or LGV applicants:</i>  Please specify your LGV licence classes <b>C, C+E, C1, C1+E</b>  (If applying for a Tanker Driver position only)  Do you have a valid ADR Certificate? <b>YES/NO</b>  Do you hold a valid Driver Qualification Card (CPC) <b>YES/NO</b>  If invited for interview you will be asked to bring the above documents.		If the position you are applying for involves driving please give details of all convictions & endorsements for motoring offences	
Do you have any other employment commitments?  <b>YES/NO</b> If <b>YES</b> please give details	Notice required by current employer  Current salary & benefits		Do you know anybody who is currently employed by WCF?  <b>YES/NO</b> If <b>YES</b> please give details

## B: EDUCATION AND TRAINING

School(s)/college(s) attended from age 11	Subjects	Level	Grade
Further education school(s)/college(s) attended	Subjects	Level	Grade
Professional and technical training Please list any professional bodies of which you are a member.	Subjects	Internal/External	Result
What skills and abilities have you acquired from your formal education and training that you would bring to this role?		What further training would you like to undergo?	

## C: ASSESSMENT OF EXPERIENCE

Please provide a fair assessment of your experience in the following areas using the scoring system below. Complete as many sections as you are able, even if they may not appear directly relevant to the job for which you are applying.

**Extensive = 3, Moderate = 2, Minimal = 1, None = Leave Blank**

**Use the blank lines to add in any other headings you may think relevant.**

Telephone & Retail Sales		Marketing		Information Technology		Accounting	
Customer Call Handling		Identifying Prospects		Word		Sales Ledger	
- Incoming		Copy Writing		Windows		Purchase Ledger	
- Outgoing/Cold Calling		Creating Mailshots & Leaflets		Excel		Nominal Ledger	
- Customer Service		Local Advertising		Powerpoint		Cash Book	
Other Duties		Public Relations		Outlook		VAT Returns	
Complaint/Query Handling		Customer Satisfaction Surveys		Access		Stock Control	
Computerised systems/Tills		Social Media		SQL Databases		Management Accounts	
Face to Face Contact		Graphic Design		Mac		Budgeting/Forecasting	
				Networks & communications		Financial Accounts	
						Taxation	
						Sage	
Credit Control		Transport/Operations		Supervisory/Management		Driving	
Opening New Accounts		Knowledge of Legislation		Recruitment		Customer Contact	
Credit Referencing		Routing/Scheduling		Training/Coaching		Multi Drop Work	
Credit Assessment		Maintenance Procedures		Appraising		Fuel Tankers	
Debtor Management		Health & Safety Management		Disciplining		Long Distance	
Legal Process		Operations Audits		Business Planning		Computer Literate	
		Depot Audits		Target Setting		Safe Delivery Practices	
		Operation of Fork Lift Truck		Problem Solving		Local Road Knowledge	

## D: EMPLOYMENT HISTORY

**Please provide details of your previous employment, starting with the current or most recent and focussing on those positions which you feel are most relevant to this application. Please attach employment CV if available.**

**Please continue on a blank sheet of paper if required.**

**No contact will be made with your present or previous employer without your permission unless you have already accepted the position.**

Company & Location	Start Date	End Date	Position held	Main responsibilities	Reason for leaving (or wishing to leave)
<p>Are there any gaps in your employment history? <b>YES/NO</b></p> <p>If <b>YES</b> please give details below</p> <p>Which skills have you developed during the course of your career that you can bring to the role that you have applied for?</p> <p>Which of these jobs have you enjoyed the most and why?</p>					

## **E: VALUES**

In your opinion what are the most important values in the workplace and why?

## **F: EXAMPLE OF VALUES**

Please provide a real life example of when you have not agreed with a situation that was happening at work. Please give details of the event, how you dealt with it, how you raised your concerns, the outcome and what you learned from the experience. If you have no work experiences please provide an example from school or college.

## **G: CUSTOMER SERVICE**

How would you describe good customer service?

## **H: EXAMPLE OF GOOD CUSTOMER SERVICE**

Can you provide an example of a situation where you have given or been recognised for good customer service?

## **I: INTERESTS**

Please give an account of your spare time interests

## J: ABSENCE

Number of days sickness absence in the last 2 years:  
(Do not include absences that relate to a disability)

Number of instances of sickness absences in the last 2 years:  
(Do not include absences that relate to a disability)

## K: REFERENCES

Please give the names and full addresses of someone (manager/person of authority) from **BOTH** your current/most recent employer **AND** your next previous employer who will provide a reference as to your character, ability and suitability for the job. If either of these periods of employment span less than 12 months then you must provide a third referee (on a separate sheet) from an alternative previous employer. If you have recently left (within the last 12 months) or are still attending full time education please provide the name of a contact from your current/former school/college/university as one of your referees. If we are unable to contact, or do not hear back from, your referees then we reserve the right to approach an alternative previous employer.

Name	Name
Address	Address
Postcode	Postcode
E-mail:	E-mail:
Telephone no.	Telephone no.
Job title of referee/position held	Job title of referee/position held
In the event that you are offered and accept a position within our Company, do we have your permission to approach your current employer/nominated referees for a reference? <b>YES/NO</b>	

## L: ADDITIONAL INFORMATION

Is there anything else you would like to add in support of your application?

## M: DECLARATION

All information gathered in for the purposes of employment selection only.

I declare that the information supplied on this form is correct to the best of my knowledge and understand that any false or misleading statements or withholding of information may make me liable to disqualification, or if appointed, to dismissal.

In accordance with the Data Protection Act 1998, I understand the information included on this form and any other associated documents I have been asked to provide will be stored for a maximum period of 12 months and strictly for the purposes of any future vacancies. If appointed I understand that my recruitment details will remain on my personal file.

Signed..... Date.....