



Application Form
www.tnt.co.uk

Section 1 - Your application

Position applied for:

Preferred location:

If applicable, please tick if you are able to work:

Shifts Overtime Weekends

When would you be able to start work with us?

Section 2 - Your details

First names:

Surname:

Address:

Contact telephone no:

Mobile telephone no:

Email address:

Postcode:

National Insurance No:

Are you legally entitled to work in the UK?

Yes No

It is our statutory obligation in accordance with the Immigration, Asylum and Nationality Act 2006 that we must ask for proof that you are entitled to work in the UK.

Should you be invited to attend an interview you will need to bring proof of eligibility along with you.

Section 3 - Your driving licence details

If you are applying for a position which may require driving a vehicle on behalf of the company, please complete this section. Tick the category of vehicle you are entitled to drive, and bring your licence(s) with you to any interview.

Licence category <small>Tick (✓)</small>					Licence number	Expiry date				
Car	<input type="checkbox"/>	CI	<input type="checkbox"/>	C	<input type="checkbox"/>	C+E	<input type="checkbox"/>	Motorcycle	<input type="checkbox"/>	<input type="text"/>
Car	<input type="checkbox"/>	CI	<input type="checkbox"/>	C	<input type="checkbox"/>	C+E	<input type="checkbox"/>	Motorcycle	<input type="checkbox"/>	<input type="text"/>
Car	<input type="checkbox"/>	CI	<input type="checkbox"/>	C	<input type="checkbox"/>	C+E	<input type="checkbox"/>	Motorcycle	<input type="checkbox"/>	<input type="text"/>

Please give details of any:

• Endorsements:

• Other driving convictions that do not carry endorsements, including those that are pending:

• Blameworthy accidents in the last 3 years:



Section 6 - Your references

All employment offers at TNT are subject to satisfactory references. We require contact details for the last 5 years of employment. If at any time during this period you were not in employment, please detail the reasons and dates using the "Gaps in Employment" box below.

Your current employer will not be contacted without your prior consent.

Please use an additional sheet if necessary.

Current Employer

Company name:	
Referee name:	
Address:	
Postcode:	
Telephone no:	
Date from:	
Date to:	

Previous Employer

Company name:	
Referee name:	
Address:	
Postcode:	
Telephone no:	
Date from:	
Date to:	

Previous Employer

Company name:	
Referee name:	
Address:	
Postcode:	
Telephone no:	
Date from:	
Date to:	

Gaps in Employment

Reason	Dates (month-year)	
	From	To

Section 7 - Your health

How many days were you absent through illness or injury in the last 12 months?

If you were absent due to an injury please give details:

Please note: dependent upon the position offered you may be asked to undergo a health assessment

Do you consider yourself to have a physical or mental disability or long-term medical condition that affects you in your normal day-to-day activities (e.g. hearing impairment, diabetes etc)? Please detail:



Section 8 - Other information

Please provide us with details of any criminal convictions which are not spent under the Rehabilitation of Offenders Act 1974. Failure to do so may result in the termination of any Contract of Employment arising from this application. Conviction of a criminal offence may prevent you being considered for certain positions.

Have you been convicted of a criminal offence in this or any other country? Yes No

Have you been convicted of any offence under the Aviation Security Act 1982 or the Aviation and Maritime Security Act 1990? Yes No

Date of appearance:

Date of appearance:

Offence:

Offence:

Name of court:

Name of court:

Sentence:

Sentence:

Have you ever received a caution from the police with respect to the commission of a criminal offence over the last 5 years? Yes No

Date of caution:

Date of caution:

Offence:

Offence:

Name of Police Force:

Name of Police Force:

Have you a court appearance pending?

Have you a court appearance pending?

Declaration

I declare that this information is accurate, and I accept that should any statement made by me in connection with this application be found to be false, the application shall be void and as a result any contract arising may be terminated by the Company at any time.

TNT is registered under the Data Protection Act 1998 to hold information about employees. The information provided on this form will be used as part of our selection process. It will be retained for a period after the selection process has been completed. By signing below you consent to the information in this form being used for these purposes.

Signature:

Date:

The next step

Once you have completed all sections of the application form please send it to the address indicated in the vacancy advert or correspondence received. Your application will be processed and you will be advised of the outcome as soon as possible.

TO BE COMPLETED BY THE INTERVIEWER

Vacancy reference number:

Date application received:

Date application acknowledged:

Shortlisted for interview: Yes No

If not shortlisted for interview give reasons below:

Names of interviewers:

First interview: Yes No Date:

Second interview: Yes No Date:

Evidence of permission to work in UK: (Please refer to the intranet for list of valid documentation).

If not appointed after interview(s) give reasons below:

Regret letter sent: Yes No Date:

Offer letter sent: Yes No Date:

Offer accepted: Yes No Date:

References received: Yes No Date:

Security vetting received: Yes No Date:

Satisfactory medical*: Yes No Date:

*If applicable



Equal opportunities

Please tick the relevant information:

Male Female

Married Not married

Date of birth

Do you consider yourself disabled? Yes No

I would describe my ethnic origin as:

Bangladeshi Black African

Black Caribbean Black other

Chinese Indian

Irish Pakistani

White other White European

Other (please specify):

If you have ticked Black Other or White Other, how would you describe yourself?

I would describe my religion as:

Baha'i Jewish

Buddhist Muslim

C of E Parsi

Catholic Rastafarian

Christian Sikh

Hindu Not religious

Other (please specify):

Recruitment Source

How did you learn about this vacancy?

Please tick appropriate box:

Local press National press

Job centre Radio/TV advert

TNT employee TNT website

e-recruitment Careers fair/open day

Other (please specify):

If referred by a TNT employee, please enter their name and location:

Vacancy reference number

(to be completed by the Company)



Equal Opportunities Monitoring

TNT operates an equal opportunities policy to ensure everyone is treated fairly in terms of gender, marital status, colour, race, nationality, religion/belief, ethnic or national origin, sexual orientation, age or disability.

We would appreciate your co-operation in completing the sections overleaf to help us monitor our policy. The information you provide will be treated in the strictest confidence and **will not** be taken into account in the recruitment and selection process.

Please see overleaf:

