

## APPLICATION FOR EMPLOYMENT

**Manbat Ltd**  
 Lancaster House  
 Lancaster Road  
 Shrewsbury  
 Shropshire  
 SY1 3NJ

Tel: 01743 218500  
 Fax: 01743 218511  
 Web: www.manbat.co.uk  
 Email: shrewsbury@manbat.co.uk

**CONFIDENTIAL**

Ref No:

Application form sent: \_\_\_/\_\_\_/\_\_\_

Application form returned: \_\_\_/\_\_\_/\_\_\_

**COMMENTS:** For Company use only.

**PLEASE COMPLETE IN BLOCK CAPITALS AND IN YOUR OWN HANDWRITING.  
 PLEASE TICK BOXES AS APPLICABLE:**

**1. POSITION APPLIED FOR** (where known)

Source of Application

Direct Enquiry

Personal Contact (Please specify)

Advertisement (Please specify)

Recruitment Agency (Please specify)

**2. PERSONAL DETAILS**

Surname:	Title:	Forenames:
Home Address: ..... ..... .....		Preferred first name:
Postcode:.....		Telephone No: (Including STD Code)
National Insurance Number:.....		Daytime: .....
Email Address: .....		Evening: .....
		Mobile: .....

Do you have a relevant current Driving Licence?  Yes  No  
 Please give details of any driving offences currently under endorsement

Are you a car owner?  Yes  No

<b>3. PRESENT OR PREVIOUS EMPLOYMENT(if currently not in employment)</b>	
Employer: ..... ..... .....	Date Commenced: ..... Length of Service: .....
Address: ..... ..... ..... ..... ..... ..... Postcode: .....	Gross Annual Salary:  £  On starting:                      Present Salary: £    £
Employer's Business: ..... .....	Company Benefits (ie Pension, Bonus/Incentive Schemes, Holidays, Healthcare etc) ..... .....
Job Title/Current Role:	Notice Period:
Describe in detail your current duties and responsibilities: (Please enclose additional sheet if required) ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... Length of service in current role: .....	
Reasons for wishing to leave your current or previous employer: ..... ..... .....	
Reasons for applying for this role and to work for Manbat: .....	

**4. PREVIOUS EMPLOYMENT**

**Please give details of all previous jobs since leaving full time education. Full details should be given for all positions held including previous responsibilities and duties.**

Name and Address of Employer	Job Title and Main Duties	From	To	Salary on Leaving	Reasons for Leaving
1. ..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....
2. ..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....
3. ..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....
4. ..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....
5. ..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....

Please enclose any additional previous employment history on a separate sheet of paper if required.

**5. EDUCATION/TRAINING** (Please enclose additional sheet if required)

**EDUCATION**

FULL NAME AND ADDRESS OF SCHOOL	FROM	TO	SUBJECTS STUDIED	GCSE, GCE, CSE, O/A LEVEL (OTHER PLEASE SPECIFY)	GRADE
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**FURTHER EDUCATION**

FULL NAME AND ADDRESS OF COLLEGE/UNIVERSITY	FROM	TO	SUBJECTS STUDIED	INDICATE FULL-TIME, PART TIME/EVENING ETC	QUALIFICATIONS/ EXAM RESULTS
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**ADDITIONAL TRAINING/TECHNICAL QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL INSTITUTIONS - PLEASE SPECIFY (INCLUDE DATES)**  
Please attach copies of certificates with your application

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**IT SKILLS/COMPUTER KNOWLEDGE**

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**7. LGV DRIVER ~ ONLY COMPLETE IF APPLYING FOR AN LGV DRIVER POSITION**

**PLEASE GIVE DETAILS OF THE FOLLOWING:**

Driving Licence Number:

Issued by:		Date:
Expires:		Groups:
LGV/PSV Licence	<b>YES/NO</b>	Issuing Authority:
Class:	Date:	Expires:
ADR licence held:	Date:	Expires:

Have you received instruction on driving Commercial Vehicles? If so, state:

- A. Training Body:
- B. Place of Training:
- C. Type of Vehicles:
- D. Length of Training:

State previous experience of Articulated Vehicles

When did you last pass a DVLA Medical?

Do you have any medical conditions that may affect your ability to carry out this position?  
If YES, please specify (e.g. Diabetes/Epilepsy)

**PLEASE ATTACH A COPY OF YOUR DRIVING LICENCE**

**8. FURTHER PERSONAL INFORMATION**

Will you be able to work overtime during the week and at weekends if required?

Yes  No

Will you work shifts or other flexible working arrangements, if required?

Yes  No

Will you undertake additional training/qualifications during employment?

Yes  No

Are you related to anyone employed by

Manbat ?  Yes  No

Have you worked for Manbat before?

Yes  No

If Yes state that name and relationship:

Is your ability to perform the particular job for which you are applying limited in any way?

Yes  No

If Yes, how can we overcome this?

**9. DISCLOSURE OF CRIMINAL RECORDS**

Please give details of any criminal convictions, warnings, reprimands, cautions, bindings over or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.**

Have you been convicted of any Criminal offence within the past 5 years or are you at present the subject of criminal charges? (Do not include 'spent' convictions)

Yes  No

If yes, please give details of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974)

**10. GENERAL INFORMATION**

Include Hobbies, Sports, Recreational Interests (include official positions held), Voluntary Work, etc.

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<p>Did you complete this form in your own hand writing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If No, please provide the person's name who completed the form on your behalf and an explanation for this :</p>
<p> </p>

<p><b>13. DECLARATION</b></p>
<p><b>I declare that the information on this form is true and accurate to the best of my knowledge. I understand that providing misleading or false information will disqualify me from appointment or may lead me to being dismissed if appointed to the position.</b></p>
<p><b>APPLICANTS SIGNATURE: .....</b>      <b>DATE: .....</b></p>

Please email application form to [compliance@manbat.co.uk](mailto:compliance@manbat.co.uk) or post to the following address:

Manbat Ltd  
Lancaster House  
Lancaster Road  
Shrewsbury  
Shropshire  
SY1 3NJ

Registered Office: Manbat Ltd is registered in the UK. Company Registration Number: 02906519 Registered address: Lancaster House, Lancaster Road, Shrewsbury, SY1 3NJ.