

Herts Traffic Management Ltd is a leader in the Traffic Management Industry.

We provide the best, most complete service to our clients, twenty-four hours a day, three hundred and sixty-five days a year.

Undoubtedly this can only be achieved by having the best, most professional and caring staff.

We have become a market leader by providing the finest, most detailed service to our clients.

Accurate and detailed communication between ourselves and our clients is vital.

We believe in treating each other with respect and giving everyone an equal opportunity to get on.

It is our people that make the difference every day.

They help us to create a company that has a growing and satisfied customer base.

A Herts Traffic depot is a high-performing, professional business where everyone has a role to play.

Each role is aimed at making sure we do our best for each and every customer.

All about You

Everyone is welcome at Herts Traffic Management.

We hand pick our team based on their attitude and ability to give great service to customers, regardless of disability, age, race, sex or religion.

We're looking for positive, cheerful and self motivated people who can enjoy both working together with others and when required alone.

Ideal candidates will respect themselves, their colleagues and our clients at all times.

Herts staff endeavour to deliver the very highest levels of presentation, service and professionalism.

If this is you then we'd love to hear from you.

What to expect?

Please take your time to fill in this application form, as it is the first step of the selection process.

When you have completed the form return it to your local recruiting depot. Once we have had time to review your application and providing you are able to demonstrate the skills we are looking for, you will be contacted for an interview.

The interview could be on a one to one basis or in a group.

We hope you'll decide we're right for you, and that you've got what it takes to help take us - and our customers - even further.

Additional Information

If you have a disability or any special needs that means that you would like any help with this application form, or at any stage of the selection process, then please contact us.

1. Position Applied For:

.....

2. Miss/Mrs/Mr (please delete as applicable)

First Name(s)

Middle Name(s)

Surname

3. My Current Address is:

House Name/Number

Street

Town

Postcode

4. I have lived at this address for the last five years

Yes

No

5. If No please list full address history for the last five years:

House Name/Number

Street

Town

Postcode

6. My Contact Details are:

Telephone

Home

Work

Mobile

E Mail

7. Date of Birth:

.....

8. National Insurance Number:

.....

9. Criminal Convictions:

Have you been convicted of any criminal offences, which are not yet spent under rehabilitation? (Offender Act 1974)

Yes

No

If Yes, Please give details below:

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**10. Do you agree to a Disclosure and Barring Service Check - DBS?
(Previously known as the Criminal Records Bureau or CRB)**

Yes

No

Please check the web site below for more information on DBS/CRB checks

<https://www.gov.uk/crb-criminal-records-bureau-check/overview>

11. Driving Licence Details:

To be completed by applicants who will be required, or likely to be required to drive Herts vehicles.

Please State Full Driving Licence Number:

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Please State the Expiry Date on your Licence:

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Does the address on your licence match your current address?

Yes No

I have a full UK driving licence (or EU equivalent) Yes No

I have held my licence for three years or more Yes No

I have three points or less on my licence Yes No

If No, Please give details below;

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Please list below additional categories you are entitled to drive, *e.g. Heavy Goods etc*

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12. Have you ever been convicted of drink or drug related driving offences

Yes No

13.I agree to a driving licence check

Yes

No

14. Drugs & Alcohol

Do you agree to:

Pre-employment drug & alcohol testing

Yes

No

Random drug & alcohol testing

Yes

No

Post incident drug & alcohol testing

(e.g. after a vehicle accident)

Yes

No

'With Cause' drug & alcohol testing

(e.g. We have reason to consider a test appropriate)

Yes

No

15. Please list all relevant qualifications plus any other relevant, recognised accreditations and/or experience:

Qualification

Date of achievement

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16. Availability to work:

You probably know that we are a 24 hour, 7 day a week business.

Would you be willing to work overtime?

Yes

No

Operational Staff:

Are you willing to work shifts?

Yes

No

17.Previous Employment

We may contact these to obtain references. Any job offer would then be subject to satisfactory references.

My last two employers were;

Name

Address

.....

Joined (date)

The position I held was

Left (date)

Reason for Leaving

.....

Previous Employment continued;

Name

Address

.....

Joined (date)

The position I held was

Left (date)

Reason for Leaving

.....

18. Detail your specific reasons for this application, your main achievements to date and the strengths you would bring to this post

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19. Please list all absences from work and the reason for each absence during the last twelve months.

From	To	Reason
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20.If requested, do you agree to a pre-employment medical examination?

The medical report will be available to the Directors of Herts Traffic Management Ltd only and be held in your personnel file in accordance with the Data Protection Act.

Yes

No

21.Please list and detail any form of drugs, medicine and or treatment you are currently receiving or expect to receive within the next 12 months.

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22.Please list any allergies, injuries, diseases and or disorders (including muscular and musculoskeletal) that you currently suffer or have suffered from.

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23. Please state and detail any physical or mental impairment that could prevent you from carrying out your daily duties.

Include any special arrangements for work that are associated with any impairment detailed.

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24. If your application is successful when could you start?

Date

25. I can confirm that I am legally entitled to work in the UK.

Yes

No

Thank you for taking the time to complete this application form.

Declaration – take time to read this declaration before signing.

I confirm that the information I have given in this application is complete and true. In line with the Data Protection Act, I am happy for this information to be held in a secure place and used in the processing of my application.

Any untrue or misleading information given within this application, whether knowingly or not will give my employer the right to terminate, without notice, any current or future contract of employment.

Signed

Print Name

Date

Salary payments are made via the Bank Automated Crediting System; therefore it is a requirement that you have a recognised United Kingdom bank or building society into which your salary can be paid.

***Trial/probationary periods apply to all new employees. This period must be successfully completed to our satisfaction.
Failure to successfully complete the probationary period may result in termination of employment.***

Right to Work in the UK (Asylum & Immigration Act 1996)

If you are invited to an interview please could you bring along original proof of your right to work in the UK.

The list below may help in providing such a document;

A full list can be found at the government website:

www.ind.homeoffice.gov.uk

Either one of these documents:

- A UK or European Economic Area Passport
- UK residence permit issued to a national from a EEA country or Switzerland
- A UK endorsed travel document
- A document with evidence of a permanent National Insurance number, *e.g. P45,P60*

Or

A combination of at least two of the following:

- A birth certificate
- A certificate of naturalisation/registration as UK citizen.
- An endorsed letter from the Home Office
- A work permit issued by Work Permits UK
- A passport or travel document endorsed by UK Home Office
- An endorsed letter issued by UK Home Office