

APPLICATION FORM	
INTERVIEWER:	
JOB APPLIED FOR:	
DATE:	

NAME	<i>SURNAME</i>		<i>FORNAME(S)</i>	
ADDRESS				
EMAIL				
CONTACT NUMBERS	<i>HOME</i>		<i>MOBILE</i>	
OTHER	<i>DATE OF BIRTH</i>	<i>MARITAL STATUS</i>	<i>DEPENDENTS &amp; AGES</i>	
NATIONAL INSURANCE NUMBER				

DRIVING LICENCE NUMBER (COPY REQUIRED)	
DO YOU HAVE YOUR OWN TRANSPORT	

<b>CONVICTIONS/CRIMINAL RECORD</b>	
<b>Details on any unspent convictions</b>	
<b>Have you got a criminal record? If yes, please provide details</b>	

<b>HEALTH/FURTHER PERSONAL DETAILS</b>			
<b>Are you registered disabled?</b>			
<b>Do you have any health problems that will have an impact on your role either short or long term?</b>			
<b>How many days have you taken due to illness in the last 2 years?</b>			
<b>Emergency contact</b>	<i>Name</i>		<i>Contact number</i>
<b>Next of Kin</b>	<i>Name</i>	<i>Address</i>	<i>Contact number</i>

**EMPLOYMENT HISTORY – MOST RECENT/CURRENT**

Company		
Position held		
Key duties		
Dates of employment	<i>Start date</i>	<i>End date</i>
Reason for leaving		

**EMPLOYMENT HISTORY – PREVIOUS EMPLOYER**

Company		
Position held		
Key duties		
Dates of employment	<i>Start date</i>	<i>End date</i>
Reason for leaving		

REFERENCES	
Name	Position
Company & Address	Contact Number

REFERENCES	
Name	Position
Company & Address	Contact Number

**\*Do you give your consent for EFS global to contact the above to obtain references:**

✓	✗

ADDITIONAL INFORMATION (E.G. QUALIFICATIONS OR ANYTHING RELEVANT)

**\*Declaration (to be signed in all cases)**

*I confirm that the information given on this form is to the best of my knowledge, true and complete. Any falsification may be enough cause for rejection or dismissal.*

Signed		Date	
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**FOR OFFICE USE ONLY**

Interviewed by		Date	
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CLASS LICENCE HELD		CLASS 2	CLASS 1
✓	✗		
Length of time held			

	✓	✗	EXPIRY DATE
CPC CARD			
DIGI CARD			
DRIVING LICENCE			

Any prearranged holidays booked?	
Have you been given a copy of the driver wages?	
Are you aware of our policy towards doctors', dentist appointments etc. and to notify us as early as possible on a Monday?	

Signed by driver		
Signed by interviewer		
Date		
<b><u>WORKING HOURS</u></b>	✓	✗
Are you aware of the potential late finish on Friday's and rolling into Saturday mornings on general haulage?		
Are you aware that early finishes must be requested ASAP and we will try our best to accommodate, but can't be guaranteed?		
Are you aware of Sunday starts?		
Mondays are usually 4am starts, are you able to do this?		

If you are tramping, you can expect to be away for 4 nights per week, are you comfortable with this?		
In the event that your vehicle is scheduled for a MOT, you will be required to utilise up to 5 days of your paid holiday allowance whilst this is carried out. Please confirm you agree to this.		

<b><u>OTHER</u></b>	
How many accidents have you had?	
Have you done tramping before? – Are your family used to you being away?	

<b><u>CHECKLIST</u></b>	<b>✓</b>	<b>✗</b>
Respect must be shown to all colleagues and customers. Respect will be given in return.		
Vehicles are between New and 7 years old, but have a full valet before a driver starts		
Occasionally you will be required to use a tail lift and pump truck, are you capable of doing this?		
Holidays must be requested via our holiday tracker app, as soon as possible to guarantee acceptance. At any given time, only two Class 2 and three Class 1 drivers are allowed off at any one time		

*\*All vehicles have TV with Freeview, Microwave, Fridge & Inverter. (If they haven't, these will be fitted within 80 days from start date) fridge & inverter will be supplied on day one.*

Signed by driver	
Signed by interviewer	
Date	

<b><u>CHECKLIST</u></b>	✓	✗
When collecting any job/load you must always ensure you put the EFS job number on the top of the paperwork. Upon delivery you must ensure that you get the delivery point to <b>print, sign &amp; date the paperwork</b> . At this point you must take a picture of it and send via WhatsApp to your line manager.		
Full vehicle & In Cab CCTV included for driver protection.		
Forward facing, reversing, in cab, watching payload & on the doors.		
We use Snap account for secure parking. You must always get WhatsApp authorisation before you use it from your line manager.		
Any accidents involving your vehicle must be reported to the office at the time of the accident, failure to do so may incur a more severe penalty. The office can be reached out of hours, photographs must be taken, and details exchanged with the third-party property or vehicle owner.		
Upon starting employment, you will be provided 2 days training which costs EFS Global £200. Should you decide to leave the Company within 12 weeks employment, this full sum will be deducted from your final wages.		
The driver must work 2 weeks notice if leaving and must return all EFS gear before a final wage will be paid. EFS reserve the right to withhold your final wage for one calendar month to review if you have conducted your notice in a professional manner.		
If 2 weeks notice isn't given & worked, the company reserves the right to pass on charges incurred by using agency staff or vehicle parked up for the 5 working days.		

*\*We have quite detailed timesheets and need all stops logging, Loading/unloading/break/toilet break. We expect drivers to utilise their tachograph efficiently, in doing so, this ensures that all breaks are paid.*

## **DRIVERS WHO HAVE HELD THEIR LICENCE FOR 24+ MONTHS**

Since we pay reasonable wages and you are a professional driver, you are expected to contribute to costs of damages they cause.

1 <sup>st</sup> 10weeks x£35	£350
2 <sup>nd</sup> 10 weeks£65	£650
3 <sup>rd</sup>	P45

**\*DO NOT SIGN THE BELOW IF YOU ARE NOT COMMITTED TO ANY OF THE ABOVE INFORMATION\***

Signed by driver	
Signed by interviewer	
Date	



**INSURANCE QUESTIONNAIRE**

**NAME:** .....

**DATE OF BIRTH:** .....

**DRIVING LICENCE NO:** .....

**COUNTRY OF RESIDENCY:** .....

**LENGTH OF RESIDENCY IN THE UK:** .....

1. Do you hold (DELETE AS APPLICABLE):
  - (a) Full UK Licence/Provisional UK Licence/International Licence/Other.
  - (b) If not state country of issue and type of licence held .....

DATE TEST PASSED: UK Licence.....HGV Class 2.....HGV Class 1.....
2. Have you been involved in any motor accidents (including vehicle thefts) during the last three years? YES/NO
3. Have you ever been disqualified from driving or convicted of any motoring offence or is any prosecution pending? YES/NO \*
4. a) Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition or any other physical or mental disability, infirmity or disease which might affect your ability to drive? YES/NO  
 b) If YES, have you informed DVLA of the condition? YES/NO
5. Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms? YES/NO
6. Have you ever been convicted of or received a police caution for or been charged with but not tried for any offence, other than a driving offence? YES/NO \*

If the answer to any questions is YES full details must be supplied overleaf and **please fax this form immediately** along with a copy of the driving licence to Cooke & Mason on fax number **01777 708198**. Please check the convictions list provided for those that need referring.

I understand that if any of the information given above is not true to the best of my knowledge and belief this may invalidate the company's motor insurance which may leave me/the company responsible for the consequences of any motor claims and may lead to disciplinary action which could include dismissal.

**SIGNATURE:** ..... **DATE:** .....

\* Rehabilitated offences need not be disclosed. If in doubt, please disclose the information. No information regarding spent convictions will be passed to insurers or kept in our records.

**FOR CLIENT OFFICE USE:**

	YES	NO
Is the driver under 25	<input type="checkbox"/>	<input type="checkbox"/>
Is the driver over 65	<input type="checkbox"/>	<input type="checkbox"/>
Have they held a UK licence for the type of vehicle to be driven for at least two years	<input type="checkbox"/>	<input type="checkbox"/>

Licence inspected by: ..... **DATE:** .....

<b>DRIVERS QUESTIONNAIRE</b>
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Name	Date

1. By law, how often must you download your digital tachograph card?

- a.** 28 days   **b.** Every 7 days   **c.** Every 14 days
- 

2. A regular daily rest is 11 hours, but this may be reduced to:

- a.** 10 hours   **b.** 9 hours   **c.** 8 hours
- 

3. How many times in a week can the above rest be reduced?

- a.** two   **b.** three   **c.** four
- 

4. After how many days work must a weekly rest be taken?

- a.** 6   **b.** 5   **c.** 7
- 

5. What is the normal daily driving limit?

- a.** 8 hours   **b.** 9 hours   **c.** 11 hours
- 

6. The normal driving limit can be increased twice per week to:

- a.** 9 ½ hours   **b.** 10 hours   **c.** 11 hours
- 

7. You start work at 07:00 hours and drive for 3 hours, followed by 1 hour unloading. How many hours can you drive before taking a break?

- a.** ½ hours   **b.** 1 ½ hours   **c.** 4 ½ hours
- 

8. After 1 ½ hours driving you stop for a 40-minute break. After a further 3 hours driving you take another break. How long does the second break need to be to comply with the law?

- a.** 30 minutes      **b.** 5 minutes      **c.** 15 minutes
- 

9. You must take a break of 45 minutes under the tachograph rules after:

- a.** 4 ½ hours work      **b.** 5 ½ hours work      **c.** 4 ½ hours driving
- 

10. What is the maximum fortnightly driving time allowed?

- a.** 56 hours      **b.** 42 hours      **c.** 90 hours
- 

11. If you make a record or note of an unforeseen event on the reverse of a printout, how long do you need to keep that printout in your possession before handing it in to your employer?

- a.** It is not necessary to keep it      **b.** At least every 28 days      **c.** When told to do so
- 

12. A regular weekly rest is 45 hours, however this may be reduced every other week to a minimum of:

- a.** 24 hours      **b.** 36 hours      **c.** 40 hours
- 

13. You start work at 07:00 and finish at 22:00. You start the next day at 09:00am. How many hours daily rest under the tachograph rules have you had?

- a.** 11 hours      **b.** 9 hours      **c.** 10 hours
-



## WAGES – CLASS 1

<b>Class 1 Tramping Drivers 21/06/2021</b>					
Basic		55 hrs worked		60hrs worked	
		5 days		5 days	
Basic rate	£11.00	50	£550.00	50	£550.00
O/time rate	£16.00	5	£80.00	10	£160.00
meals allowance	£10.00	5	£50.00	5	£50.00
weekly bonus	£0.00	1	£0.00	1	£0.00
Weekly Mobile Allowance	£1.50	1	£1.50	1	£1.50
Weekly Uniform Washing Allowance	£1.15	1	£1.15	1	£1.15
Pallet Bonus	£4.00	0	£0.00	0	£0.00
Nights Out & Incidental	£30.38	4	£126.00	4	£126.00
<b>Total Gross Weekly</b>			£808.65		£888.65
<b>Total Annual Gross</b>			£42,049.80		£46,209.80
Taxable weekly gross			£630.00		£710.00
Taxable Annual gross			£32,760.00		£36,920.00
Nett / take home			£498.83		£553.23
Take Home inc n/out & meals			<b>£677.48</b>		<b>£731.88</b>
<b>Including holiday cover £100 allowance. Only applicable if you are employed on this basis</b>			<b>£743.48</b>		<b>£797.88</b>
<b>Class 1 day drivers 21/06/2021</b>					
Basic		55 hrs worked		60hrs worked	
		5 days		5 days	
Basic rate	£12.00	50	£600.00	50	£600.00
O/time rate	£12.00	5	£60.00	10	£120.00
meals allowance	£4.00	5	£20.00	5	£20.00
weekly bonus	£30.00	1	£30.00	1	£30.00
Weekly Mobile Allowance	£1.50	1	£1.50	1	£1.50
Weekly Uniform Washing Allowance	£1.15	1	£1.15	1	£1.15
			£0.00		£0.00
<b>Total Gross Weekly</b>			£712.65		£772.65
<b>Total Annual Gross</b>			£37,057.80		£40,177.80
Taxable weekly gross			£690.00		£750.00
Taxable Annual gross			£35,880.00		£39,000.00
Nett / take home			£539.63		£580.43
Take Home inc n/out & meals			<b>£562.28</b>		<b>£603.08</b>



## WAGES – CLASS 2

<b>Class 2 Tramping Drivers 21/06/2021</b>							
Basic		55 hrs worked		60hrs worked		65 hrs worked	
		5 days		5 days		6 days	
Basic rate	£10.00	50	£500.00	50	£500.00	50	£500.00
O/time rate	£13.00	5	£65.00	10	£130.00	15	£195.00
meals allowance	£9.00	5	£45.00	5	£45.00	6	£54.00
Weekly Mobile Allowance	£1.50	1	£1.50	1	£1.50	1	£1.50
Weekly Uniform Washing Allowance	£1.15	1	£1.15	1	£1.15	1	£1.15
Pallet Bonus	£4.00	0	£0.00	0	£0.00	0	£0.00
Nights Out & Incidental	£30.38	4	£121.52	4	£121.52	5	£151.90
Bonus Scheme	£0.00	1	£0.00	1	£0.00	1	£0.00
<b>Total Gross Weekly</b>			£734.17		£799.17		£903.55
<b>Total Annual Gross</b>			£38,176.84		£41,556.84		£46,984.60
<b>Taxable weekly gross</b>			£565.00		£630.00		£695.00
<b>Taxable Annual gross</b>			£29,380.00		£32,760.00		£36,140.00
<b>Nett / take home</b>			£454.63		£498.83		£543.03
<b>Take Home inc n/out &amp; meals</b>			£623.80		£668.00		£751.58
<b>Inc holiday over bonus £65 gross</b>			£668.00		£712.20		£795.78

<b>Class 2 day drivers 21/06/2021</b>							
Basic		50 hrs worked		55 hrs worked		60hrs worked	
		5 days		5 days		5 days	
Basic rate	£11.65	50	£582.50	50	£582.50	50	£582.50
O/time rate	£11.65	0	£0.00	5	£58.25	10	£116.50
meals allowance	£4.00	5	£20.00	5	£20.00	5	£20.00
weekly bonus	£0.00	1	£0.00	1	£0.00	1	£0.00
Weekly Mobile Allowance	£1.50	1	£1.50	1	£1.50	1	£1.50
Weekly Uniform Washing Allowance	£1.15	1	£1.15	1	£1.15	1	£1.15
	£0.00		£0.00		£0.00		£0.00
Nights Out & Incidental	£30.38	0	£0.00	0	£0.00	0	£0.00
<b>Total Gross Weekly</b>			£605.15		£663.40		£721.65
<b>Total Annual Gross</b>			£31,467.80		£34,496.80		£37,525.80
<b>Taxable weekly gross</b>			£582.50		£640.75		£699.00
<b>Taxable Annual gross</b>			£30,290.00		£33,319.00		£36,348.00
<b>Nett / take home</b>			£466.53		£506.14		£545.75
<b>Take Home inc n/out &amp; meals</b>			£489.18		£528.79		£568.40