

EMPLOYEE INFO FORM

POSITION

The following information will be treated in the strictest confidence

SURNAME :-
ADDRESS :-
POST CODE :-
PRIVATE TEL No.
DATE OF BIRTH :-
AGE :-
NATIONAL INSURANCE No :-
SINGLE / MARRIED / SEPERATED / DIVORCED

FIRST NAME (s) :-
<p style="color: red; font-size: small;">Please Note; Copy of CPCS/CSCS Card, H&S Pass Certificate, Driving Licence-Both Parts, Passport and Utility Bill are required for File</p>

FULL DRIVING LICENCE..... Copy Required for File	YES/NO
CATAGORIES HELD	
ENDORSEMENTS	YES/NO

MOBILE PHONE No :-	
Next OF KIN :-	
ADDRESS	
EMAIL:-	
DO YOU HAVE A BANK ACCOUNT..... Please Supply Account Number and Sort Code	YES/NO
DO YOU HAVE A UK PASSPORT..... Copy Required for Disclosure Scotland	YES/NO

ARE YOU WILLING TO WORK OVERTIME AND WEEKENDS IF REQUIRED	YES/NO
PLEASE GIVE DETAILS OF ANY HOURS WHICH YOU WOULD NOT WISH TO WORK	
HAVE YOU ANY CONVICTIONS(OTHER THAN SPENT CONVICTIONS UNDER THE REHABILITATION'S OF OFFENDERS ACT 1974)? IF YES PLEASE GIVE FULL DETAILS	YES/NO
YOU ARE REQUIRED AS PART OF YOUR APPLICATION TO COMPLETE THE ATTACHED PRE-EMPLOYMENT MEDICAL QUESTIONNAIRE. ARE YOU PREPARED TO UNDERGO A MEDICAL EXAMINATION PRIOR TO EMPLOYMENT	YES/NO
HAVE YOU EVER WORKED FOR THIS BUSINESS BEFORE	YES/NO
ARE YOU RELATED TO ANY PERSON EMPLOYED BY THIS BUSINESS IF YES PLEASE GIVE FULL DETAILS	YES/NO
HAVE YOU APPLIED FOR EMPLOYMENT WITH THIS BUSINESS BEFORE	YES/NO
DO YOU NEED A WORK PERMIT TO TAKE UP EMPLOYMENT IN THE UK	YES/NO
HOW MUCH NOTICE ARE YOU REQUIRED TO GIVE TO YOUR CURRENT EMPLOYER	



BLACKSTONE FARM CUMNOCK KA18 3JJ
 PHONE: 01290421639 FAX: 01290423219
 MOBILE: 07768835346
 EMAIL: rs.duncan@btconnect.com
 Web: www.rsduncanplanthire.co.uk

RSD 01
 Employment Application Form
 Revision Date:
 Annually 31st December

PLEASE GIVE DETAILS OF MEMBERSHIP OF ANY TECHNICAL OR PROFESSIONAL ASSOCIATIONS

JOB RELATED TRAINING COURSES

NAME OF ORGANISATION	SUBJECT	Date

SUPPLEMENTARY INFORMATION

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REFERENCES

PLEASE GIVE THE NAMES OF TWO PEOPLE WHOM WE MAY (NOT RELATIVES)

PLEASE ASK THEM TO FILL OUT REFERENCE FORM RSD01a AND RETURN.

NAME	NAME
POSITION	POSITION
ADDRESS	ADDRESS
TELEPHONE No	TELEPHONE No

CAN WE APPROACH YOUR CURRENT EMPLOYER BEFORE AN OFFER OF EMPLOYMENT IS MADE?

YES/NO

PRESENT OR LAST EMPLOYER

ARE YOU CURRENTLY EMPLOYED

YES/NO

NAME OF PRESENT OR LAST EMPLOYER
ADDRESS
TEL No

NATURE OF BUSINESS

JOB TITLE & DESCRIPTION OF DUTIES

LENGTH OF SERVICE :-	FROM	TO
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OFFICE USE

BANK ACCOUNT No:	Other Information:/ NOTES:
SORT CODE	
ADDRESS OF BANK	
START DATE:	

DECLARATION

I DECLARE THAT THE INFORMATION GIVEN IN THIS FORM IS COMPLETE AND ACCURATE. I UNDERSTAND THAT ANY FALSE INFORMATION OR DELIBERATE OMISSIONS WILL DISQUALIFY ME FROM EMPLOYMENT OR MAY RENDER ME LIABLE TO SUMMARY DISMISSAL

SIGNATURE :-	DATE :-
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Reference Form

SUBJECT:

DOB :-

Has applied for a vacancy with RS Duncan Plant Hire please could you fill in the following information
and return By Post at address below, Fax 01290423219 or
Email rs.duncan@btconnect.com

1. How long did the subject work for you and in what capacity?

From: To:
Capacity (i.e. appointment /
post):

2. Are you related to the subject? If so, please state your relationship.

.....

3. Over what period have you know the subject?

From: To:

4. Please state the nature and depth of your acquaintance:

.....

5. Do you believe the subject to be strictly honest, conscientious and discreet?

.....

6. Do you know of any factor concerning the subject which might cause his/her fitness for employment on sensitive work to be questioned? If so, please give details.

(Among the factors which are relevant are significant financial difficulties, abuse of alcohol or drugs, an extravagant mode of living or signs of mental or physical illness which may impair judgement or reliability.)

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The above answers are correct to the best of my knowledge and belief.

Name:

Signature: **Date:**

Contact Address:

..... **Tel No:**

E-mail:

Company Name and Address (Stamp if applicable):



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