

## APPLICATION FOR EMPLOYMENT

PART 1 – VACANCY DETAILS	
<b>Job Title:</b>	
<b>Location:</b>	
<b>Closing Date:</b>	
<b>Where did you hear about the vacancy?</b>	

PART 2 – PERSONAL DETAILS			
<b>Title:</b>			
<b>First Names:</b>			
<b>Surname:</b>			
<b>Address:</b>			<b>Post Code:</b>
<b>Email:</b>			
<b>Tel no.</b>		<b>Mobile no.</b>	

PART 3 – EMPLOYMENT HISTORY (state current first)			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Dates:</b>	<b>from</b>		<b>to</b>
<b>Post held:</b>			
<b>Reason for leaving:</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Dates:</b>	<b>from</b>		<b>to</b>
<b>Post held:</b>			
<b>Reason for leaving:</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Dates:</b>	<b>from</b>		<b>to</b>
<b>Post held:</b>			
<b>Reason for leaving:</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Dates:</b>	<b>from</b>		<b>to</b>
<b>Post held:</b>			
<b>Reason for leaving:</b>			

**PART 4 – EDUCATION** - Please state all relevant qualifications gained at school with subjects, grades and dates)

Subject	Grade	Date

**PROFESSIONAL & TECHNICAL QUALIFICATIONS** – gained at college, university etc

Subject	Grade	Date

**PART 5 – OTHER SKILLS / TRAINING / QUALIFICATIONS**

e.g. Lantra Awards for Temporary Traffic Management (12A/B/C/D), CSCS, First Aid, Forklift, IOSH, Manual Handling

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**PART 6 – DRIVING LICENCE**

Type:	Car	7.5t	HGV	B+E (trailer)	Other
Date Test passed					
Endorsements:					

**PART 7 – SUPPORTING STATEMENT**

Please give details of your duties in your current/most recent role, and any skills, knowledge or experience you feel is relevant to your application. You should also use this section to explain why you are interested in this job. (Please attach a separate sheet if necessary)

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PART 8 – REFEREES (If you have worked, at least one must be your current or most recent employer)			
Referee 1 - Name:			
Job Title & Company:			
Address:			
Tel No.:			
Relationship to Applicant:			
Referee 2 - Name:			
Job Title & Company:			
Address:			
Tel No.:			
Relationship to Applicant:			
Please tick the box if you do not wish your referees to be contacted without prior notification. It is our normal practice to request references prior to interview.			
Referee 1	<input type="checkbox"/>	Referee 2	<input type="checkbox"/>

PART 9 – AVAILABILITY (when you would be able to commence work)

PART 10 – AUTHORISATION (I declare that the information I have given above and in any attached sheets is correct. I understand that by giving false information or withholding information that may be relevant I may be excluded from the recruitment process or dismissed if appointed to the job.)			
Signature:			Date:

**DATA PROTECTION**

All applications are processed and held in accordance with the Data Protection Act 2018.

*Please return your completed application form to:*

*Clatchard Craig Quarry, Cupar Road, Newburgh, Fife, KY14 6JJ.*

*Or alternatively email to [info@albatraffic.co.uk](mailto:info@albatraffic.co.uk)*

**Alba Traffic Management Ltd is an Equal Opportunity Employer**