



# APPLICATION FORM

(STRICTLY CONFIDENTIAL)

WCF operates an equal opportunities employment policy and is strongly opposed to all forms of discrimination. Our selection processes always seek to give full and fair consideration to all applicants.

Position in which you are interested:  How did you become aware of this position?	<ul style="list-style-type: none"><li><b><i>This Application Form is an integral part of our selection procedure. It is in your own interests to complete the form as comprehensively as you can and without reference to an enclosed CV. You may, however, enclose a CV or other relevant material to support your application.</i></b></li></ul>
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***Please send your form, completed in your own handwriting by post or email to:***

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## A: PERSONAL DETAILS

Surname (Capitals)	First name(s)	What do you like to be called?
Home address (Capitals)     Postcode	Home tel. no.  Mobile no.  E-mail address	Do you have the right to work in the UK?  <b>YES/NO</b> If NO, please give details.
Do you hold a full current driving licence valid in the UK? <b>YES/NO</b>		
Have you completed certified forklift truck training in the last three years? <b>YES/NO</b>		
<b><i>This section only needs to be completed for tanker driver or LGV applicants:</i></b>		
Please specify your LGV licence classes <b>C, C+E, C1, C1+E</b> Do you have a valid ADR Certificate? <b>YES/NO</b>		
Do you hold a valid Driver Qualification Card (CPC) <b>YES/NO</b>		
Please give details of all convictions & endorsements for motoring offences:		
If invited for interview you will be asked to bring the above documents		
Do you have any other employment commitments?  <b>YES/NO</b> If <b>YES</b> please give details		
Notice required by current employer Current salary including benefits and pension contributions		

## B: EDUCATION AND TRAINING

School(s)/college(s) attended from age 11	Subjects	Level	Grade
Further education school(s)/college(s) attended	Subjects	Level	Grade
Professional and technical training Please list any professional bodies of which you are a member.	Subjects	Internal/External	Result
What skills and abilities have you acquired from your formal education and training that you would bring to this role?	What further training would you like to undergo?		

## C: ASSESSMENT OF EXPERIENCE

Please provide a fair assessment of your experience in the following areas using the scoring system below. Complete as many sections as you are able, even if they may not appear directly relevant to the job for which you are applying.

**Extensive = 3, Moderate = 2, Minimal = 1, None = Leave Blank**

**Use the blank lines to add in any other headings you may think relevant.**

Telephone & Retail Sales		Marketing		Information Technology		Accounting	
Customer Call Handling		Identifying Prospects		Word		Sales Ledger	
- Incoming		Copy Writing		Windows		Purchase Ledger	
- Outgoing/Cold Calling		Creating Mailshots & Leaflets		Excel		Nominal Ledger	
- Customer Service		Local Advertising		Powerpoint		Cash Book	
Other Duties		Public Relations		Outlook		VAT Returns	
Complaint/Query Handling		Customer Satisfaction Surveys		Access		Stock Control	
Computerised systems		Social Media		SQL Databases		Management Accounts	
Face to Face Contact		Graphic Design		Mac		Budgeting/Forecasting	
				Networks & communications		Financial Accounts	
						Taxation	
						Sage	
Credit Control		Transport/Operations		Supervisory/Management		Driving	
Opening New Accounts		Knowledge of Legislation		Recruitment		Customer Contact	
Credit Referencing		Routing/Scheduling		Training/Coaching		Multi Drop Work	
Credit Assessment		Maintenance Procedures		Appraising		Fuel Tankers	
Debtor Management		Health & Safety Management		Disciplining		Long Distance	
Legal Process		Operations Audits		Business Planning		Computer Literate	
		Depot Audits		Target Setting		Safe Delivery Practices	
		Operation of Fork Lift Truck		Problem Solving		Local Road Knowledge	



## **E: VALUES**

In your opinion what are the most important values in the workplace and why?

## **F: EXAMPLE OF VALUES**

Please provide a real life example of a situation that was happening at work that you did not agree with. Please give details of the event, how you dealt with it, how you raised your concerns, the outcome and what you learned from the experience. If you have no work experiences please provide an example from school or college.

## **G: CUSTOMER SERVICE**

How would you describe good customer service?

## **H: EXAMPLE OF GOOD CUSTOMER SERVICE**

Can you provide an example of a situation where you have given or been recognised for good customer service?

## **I: INTERESTS**

Please give an account of your spare time interests

## J: ABSENCE

Total number of days sickness absence in the last 2 years:  
(Do not include absences that relate to a disability)

Number of instances of sickness absences in the last 2 years:  
(Do not include absences that relate to a disability)

## K: REFERENCES

Please give the names and full addresses of someone (manager/person of authority) from **BOTH** your current/most recent employer **AND** your next previous employer who will provide a reference as to your character, ability and suitability for the job. If either of these periods of employment span less than 12 months then you must provide a third referee (on a separate sheet) from an alternative previous employer. If you have recently left (within the last 12 months) or are still attending full time education please provide the name of a contact from your current/former school/college/university as one of your referees. If we are unable to contact, or do not hear back from, your referees then we reserve the right to approach an alternative previous employer.

Company Name	Company Name
Contact name	Contact Name
Address	Address
Postcode	Postcode
E-mail:	E-mail:
Telephone no.	Telephone no.
Job title of referee/position held	Job title of referee/position held
In the event that you are offered and accept a position within our Company, do we have your permission to approach your current employer/nominated referees for a reference? <b>YES/NO</b>	

## L: ADDITIONAL INFORMATION

Is there anything else you would like to add in support of your application?

Do you consider yourself to have a disability?

Yes/No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

## M: DECLARATION

All information gathered in for the purposes of employment selection only.

I declare that the information supplied on this form is correct to the best of my knowledge and understand that any false or misleading statements or withholding of information may make me liable to disqualification, or if appointed, to dismissal.

In accordance with the General Data Protection Regulation and the Data Protection Act 2018, I understand the information included on this form and any other associated documents I have been asked to provide will be stored for a maximum period of 6 months, please see the attached privacy notice for further information. If appointed I understand that my recruitment details will be transferred to my personnel file.

Our Privacy Policy sets out the basis on which any personal data that we collect from you, or you provide to us, will be processed by us.

A copy of the policy can be found on our corporate website at <https://www.wcf.co.uk/pdf/1526545167privacy-policy-employees.pdf>

Signed..... Date.....