

Application Form

Personal Details

Please note: If the following items marked * are not completed delay of payment may result.

Job Description:		Depot Location:	
Title:	*Forename(s):	*Surname(s):	
Home Address In Full:			
Home Telephone:		Mobile:	
Email Address:			
Known As:	Gender:	Marital Status:	
*D.O.B	*N.I Number:		
*UTR No: (If Applicable:			
Nationality (Please Specify):			
Are You Registered Disabled: Yes or No			
*Name Of Bank / Building Society:		*Branch:	
*Account Holder Name:			
*Sort Code:	*Acct No.:	*Building Society Ref No:	
Next of Kin:		Relationship To Next Of Kin:	
Contact No. 1:		Contact No. 2:	
Office Use Only:	Salary:		

Are you eligible to work in the UK? **Yes/No.** If yes, please provide a copy of one of the documents listed (see **Guidance note 2**).

Do you have a criminal record? **Yes/No.** If yes, please give details below.

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Skills

Please list the Traffic Management Qualifications along with any others you possess.

Qualification	Full Card Details	From	To

Tick one of the following three statements:

-This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

-This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit.

-I do not receive a State or Occupational Pension.

As well as my new job, I have another job or receive a State or Occupational Pension.

***Please provide copies of all relevant cards you possess.**

Please list your skills and experience in Traffic Management.

Drivers Questionnaire

Drivers Licence Number:	
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Cat	From	To	Restrictions

Have you been involved in any motor accidents (including thefts) during the last 5 years?	Y / N
Have you been disqualified from driving or convicted of any motoring offence? Inc Pending	Y / N
Do you suffer from any physical or mental disability which might affect your ability to drive?	Y / N
If yes to the above, have you informed the DVLA?	Y / N
Has insurance every been refused, or cancelled during normal terms?	Y / N
I understand that whilst using an chapter 8 solutions ltd vehicle, I must adhere to the following rules:	

1. I will not drive any vehicles (or tow) that is beyond the remits of my drivers licence.
2. I will not take, or drive a company vehicle without prior consent by a senior manager. (This will negate the insurance and you will not be insured).
3. I will adhere to all UK road legislation and all the UK tachograph legislation. Inc speed limits.
4. I will submit my drivers license for review, every 3 months.
5. I will not drive erratically and will drive in a polite manner.
6. I accept that I will be liable for a £1000 excess (£1500 if under 25 years old) if I am involved in an RTA, or other Collison. Any costs will be deducted from salary.
7. All parking tickets and speeding fines will be immediately deducted from salary. Chapter 8 solutions ltd will also charge a 20% admin fee.
I can confirm that I agree to the terms as stipulated above and that I have completed this form in a truthful manner and to the best of my knowledge.
Signed:
Date:
For Office Use Only

Driver under 25:	Y / N
Driver over 65:	Y / N

Licence held for over 2 years:	Y / N	
Licence is accurate according to DVLA records:	Y / N	
Licence Checked By:	Signed:	Date:

Driving Licence Check

As a company who own & lease vehicles of all category's, it is a **legal requirement (By Law)** that we keep records and "Fully Check" all driving licenses of personnel who drive our vehicles (**every 6 months**), with the exemption of personnel we employ via an 'Agency'.

In line with DVSA requirements to check 'Driving Licences', we need to do an Electronic Check of your licence.

To enable us to check your licence, you need to access the DVLA via a computer and generate an access code.

Please visit: www.gov.uk/view-driving-licence

You will need your **Driver Number**, **NI Number** and the **Post Code** of the address that's on your licence.

The system will generate a code for you when you click the "**Share Your Licence Information**" tab at the Top Right. Please be careful when copying the code as its case sensitive and it needs to be 100% correct when I check your licence using the code you input below.

Please complete the boxes below.

FULL NAME:	
DRIVER NUMBER:	
ACCESS CODE:	
DATE CODE OBTAINED:	

***A copy of your driving licence is needed.**

Multiple Drug / Alcohol Screening Consent Form

10 Drug Multi-Test Cup and AlcoMate Breath Alcohol Test

Patient Name: Patient Ref No:

Sample Collection Date: Date of Test (if different): Recent medication (covering the last 2 weeks):

PATIENT'S STATEMENT:

I hereby consent to both a urine and breath test to detect or monitor the presence of alcohol and drugs (and their metabolites) and accept that these tests do not constitute a violation of my human rights. In the event of a positive result, I understand the policy of I accept the interpretation of my test results by the Assessor and Co-assessor, provided their interpretations match identically. I understand that records of the results of these tests will be kept and I agree to this.

Signed:..... Date:

Assessor's Name:..... Position:

Co-assessor's Name: Position:

TEST RESULTS:

Test start time: Results read at: Drug-Aware Lot Number:

Results in the test area are as follows: (please tick where a magenta line forms – regardless of intensity)

Assessor's Interpretation: Co-assessor's Interpretation:

- | | |
|------------------------------|------------------------------|
| C) Valid Control Lines | C) Valid Control Lines |
| 1) Methamphetamines | 2) Cocaine |
| 3) Cannabis (THC) | 4) Ecstasy (MDMA) |
| 5) Methadone | 6) Amphetamines |
| 7) Opiates (MOP) | 8) Benzodiazepines |
| 9) Ketamine | 10) Tramadol |

Valid results require the presence of all control lines and the complete agreement of the Assessor and Co-assessor. Where magenta test lines do not form, the patient is considered positive.

<p>BREATH ALCOHOL TEST RESULTS:</p> <p>Test start time:</p> <p>Results read at:</p> <p>Alcohol present?</p> <p>If yes, above 0.080%?</p> <p>(0.080 or greater on the display)</p> <p>Reading on screen</p> <p>(From 0.000 to 0.400)</p> <p>Note: Scottish limit is 0.050%</p>
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(Please Tick as appropriate). Pass..... Fail.....

Signed:

Assessor

Signed

Co-assessor

Medical Screen Questionnaire

Condition:	Y	N	Please give Details:
Recurring headaches?			
Mental illness?			
Nervous Break Down?			
Ear Trouble?			
Do you wear glasses?			
Are you colour blind?			
Chest problems? (Reoccurring and one off)			
Asthma?			
Hay Fever?			
Allergies? (Inc Pharma)			
Heart problems?			
Hernias?			
Back Problems?			
Brittle Bones?			
Eczema?			
Dermatitis?			
Liver problems?			
Kidney problems?			
Bowel problems?			
Fainting?			
Fits?			
Black Outs?			
Other:			

Signed:	Date:
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Golden Rules

The following rules MUST be adhered to whilst working for, and on behalf of chapter 8 solutions ltd.

1. At all times you MUST be punctual, polite and presentable
2. Our working week runs from Saturday to Friday, you are expected to fill in an chapter 8 solutions ltd Time Sheet which should be signed by the Client and a copy sent/ given to chapter 8 solutions ltd by 09.00 hrs each Monday. (Failure to do so will result in no payment being made to you).
3. All paperwork, Time Sheets, Job Packs, Van checks, etc. must be filled in correctly and handed into chapter 8 solutions ltd. (Failure to do so will result in no payment).
- 4 All Drivers must adhere to the Working Time Directive and the VOSA Driving Regulations. (Failure to do so means you are working illegally and we do not condone this in anyway, we will not pay for any illegal work.
5. When driving an chapter 8 solutions ltd vehicle or any "O" Licence Vehicle you must ensure all Daily Check Sheets, Defect Sheets and Driving Logs are filled in correctly and returned to chapter 8 solutions ltd, **Failure will result in NON Payment.**
7. If whilst working for or on behalf of chapter 8 solutions ltd you cause any damage to the interior or exterior of the vehicle, or other vehicles through driver negligence the cost of the repair will be deducted from your salary.
8. All parking tickets, speeding fines, congestion charges etc. will be deducted from your salary as and when we receive them this is not our responsibility it's yours!
9. All PPE should be returned upon leaving chapter 8 solutions ltd. Costs will be recovered for any unreturned items.

I declare I have read and fully understand the rules that apply when working for or on behalf of chapter 8 solutions ltd Ltd and that I am bound by the same.

Signed:	Dated:
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Guidance Notes

Guidance Note 1, UTR No. (If Applicable): -

- If you are a sub-contractor you must provide your UTR No.
- PAYE employees do not need a UTR. Answer N/A
- PAYE new starters will need to complete PAYE Starter Checklist

Guidance Note 2, Are you eligible to work in the UK: -

Employers have a legal duty to perform “Right To Work” checks. A copy of one of the following documents must be presented with this application/starter pack: -

- A **passport** (Photo Page) showing that the holder is a British citizen or a citizen of the UK and Colonies.
- A **full birth or adoption certificate** issued in the UK which includes the name(s) of at least one of the holder’s parents
- A **passport or national identity card** showing the holder is a national of a European Economic Area country or Switzerland.
- A **Permanent Residence Card** issued by the Home Office.
- A **current Biometric Immigration Document** (Biometric Residence Permit) issued by the Home Office
- A **current Immigration Status Document** issued by the Home Office. with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **certificate of registration or naturalisation as a British citizen**, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current passport endorsed** to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.