

# APPLICATION FOR EMPLOYMENT

(PLEASE COMPLETE IN BLOCK CAPITALS)



Vacancy/type of work applied for

## PART 1 - PERSONAL DETAILS

Title                      Surname                      First name(s)

Current address

Postcode

Tel no STD home

Mobile no

Work no

May we contact you at work    Yes ☐    No ☐

Email Address

Are you legally eligible for employment in the UK?    Yes ☐    No ☐

*You will be required to provide evidence of your eligibility to work legally in the United Kingdom at Interview in compliance with Section 8 of the Immigration Asylum Act 1996.*

Have you previously been employed by us?    Yes ☐    No ☐

Please provide details (i.e. job title and dates employed)

Please summarise briefly why you would like to work for us

## PART 2 - SUMMARY OF EMPLOYMENT HISTORY

Please list all paid and unpaid employment, including any gaps in employment, starting with the most recent employer first.

### Name and address of organisation

Date started

Date left

Reason for leaving/wanting to leave

Job title

Salary/rate of pay

Car/van Yes ☐ No ☐

Any other benefits e.g. overtime, bonus

Notice required

Outline of key responsibilities/duties

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Any other benefits e.g. overtime, bonus

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Outline of key responsibilities/duties

## Other Employers

Name & Address	From	To	Job Title	Salary/Wage

## PART 3 - TRAINING/QUALIFICATIONS & SKILLS

### Secondary Schools/Colleges attended (up to age 18)

School/College	Dates	Qualifications obtained (with grades)

### Further/Higher Education

College/University	Dates	Full & part-time	Qualifications obtained (Class/division)

Professional qualifications, short courses attended and in-company training – please give dates and membership grades

**Do you hold any of the following certificates?**

**Please tick appropriate boxes and provide expiry dates:**

**Please note you must provide originals of all documentation for verification at interview**

NCCA Sentinal card (Personal Track Safety card) - please provide PTS card number and expiry date

Number:

Expiry date:

CSCS (please state categories below) ☐

CPCS (please state categories below) ☐

CSCS card Number

CPCS card Number

Expiry date

Expiry date

HGV Driver CPC (please state details below) ☐

Crane Controller ☐

OTP Operator (please state categories below) ☐

RTITB ☐

Lookout ☐

Loads Examiner ☐

IWA ☐

Impact Wrench ☐

COSS ☐

Disk Cutter ☐

Hand Signaller ☐

Rail Drill ☐

PC ☐

Kango Equipment ☐

ES ☐

Chainsaw Operator ☐

PICOM ☐

Confined Spaces ☐

First Aid ☐

IPAF ☐

Manual Handling ☐

Abrasive Wheels ☐

Road & Streetworks ☐

CITB 5 Day Site Safety ☐

Mobile Tower Scaffold ☐

Industry Passport Schemes ☐

Slinger/Signaller ☐

**Further information (including other relevant certificates held)**

## Previous Experience - Railway Specific

Have you had any railway related transgressions in the last 3 years?

Yes ☐ No ☐

If yes, were you dismissed for the above?

Yes ☐ No ☐

Please provide details

Do you have any previous railway experience?

Yes ☐ No ☐

If Yes, please provide details below

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## PART 4 - AVAILABILITY FOR EMPLOYMENT

When could you be available to commence work for Story Contracting Ltd?

Date

Are you prepared to travel?

Yes ☐ No ☐

Are you prepared to lodge?

Yes ☐ No ☐

Are you prepared to work weekends? (where applicable)

Yes ☐ No ☐

Are you prepared to work night shifts? (where applicable)

Yes ☐ No ☐

Do you hold a current driving licence?

Yes ☐ No ☐

Do you own a car?

Yes ☐ No ☐

1. Have you ever been disqualified for or convicted of drink driving?

Yes ☐ No ☐

2. Have you ever been disqualified or convicted of any other driving offence?

Yes ☐ No ☐

If you have answered yes to either of the above 2 questions, please give details and dates

Have you ever been convicted of an alcohol or drug related offence?

Yes ☐ No ☐

If yes, please give details and dates

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?

Yes ☐ No ☐

If yes, please give details and dates

## Type of work/hours preferred

Please complete this section if your application is speculative or the job advertised is part-time, includes weekends etc.

Full-time ☐ Part-time ☐

If part time, please specify preferred choice Mornings ☐ Afternoons ☐ Whole days ☐

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## PART 5 – CODE OF CONDUCT

### ALCOHOL & DRUGS TEST AND PERSONAL TRACK SAFETY COURSE

Please note that it is a basic condition of working for the railways that prior to employment you submit to and successfully pass the following:

- Medical
- Alcohol & Drugs test (sample available on request)
- Personal Track Safety (PTS) course

The alcohol and drugs test is very thorough and will identify if you have taken any illegal substances within the last twelve weeks. In the event of a positive test, your application for employment will fail. In addition this record will stay on file for 5 years.

I have read and understand the above ☐

I agree that by entering my name in the box below, I am electronically signing this application.

Signed

Date

To ensure safety and comply with Network Rail's policy on the safe use of Alcohol & Drugs you should note the following guidelines for Story Contracting employees. Failure to comply with these guidelines may result in disciplinary action and dismissal.

- Employees can and will be tested for any alcohol or drug abuse at any time and at short notice under the Transport and Work Act 1992
- These tests will be carried out by a qualified company. You will be given the opportunity to have a sample of your test to enable you to have your own analysis performed.

Would you object to being tested as above?

Yes ☐ No ☐

## PART 6 – GENERAL

REFEREES – Any offer of employment is subject to the receipt of satisfactory references. Both Referees should have line management knowledge/experience of your work skills. One Referee must be your current or last employer. Neither should be a relative.

Name	Name
Company	Company
Address	Address
Position	Position
Tel no	Tel no

We will not contact your current employer without your consent.

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If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:

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Please tell us how you heard about this vacancy:

If recommended by a Story employee, please state their name:

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I understand that Story Contracting Ltd, and any other relevant person may use the information contained in this form for the purpose of monitoring equal opportunity, non discrimination and the effectiveness of its recruitment procedures and I consent to its use.

I declare that the information I have given is true and accurate to the best of my knowledge and belief. I understand that knowingly providing false information on this form or providing misleading information may bar me from employment or render me liable to disciplinary proceedings, which may include dismissal.

I agree that by entering my name in the box below, I am electronically signing this application.

Signed

Date

**Please note: If you are unsuccessful on this occasion, your application form will be kept on file for 24 months. It will then be destroyed to comply with the Data Protection Act.**

The Company is registered under the Data Protection Act 1998.

Please return this form to [recruitment@storycontracting.com](mailto:recruitment@storycontracting.com)