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January 2012

Dear Sir / Madam

Thank you for requesting an application pack for the vacancy of  
TRANSPORT PLANNER with B P McKeefry Ltd .

Please find enclosed :       (A) Application Form  
  (B) Person Specification  
  (C) Equal Opportunities Monitoring Form

To apply for the post, please forward completed Application Form and Equal  
Opportunities Form

Please post to:

**The Personnel Department  
B P McKeefry Ltd  
114 Grove Road  
Swatragh  
N Ireland  
BT46 5QZ**

Yours faithfully  
B P McKeefry Ltd



Company No: NI 26403

All goods carried are subject to 1998 RHA conditions of carriage





Application Form App Ref No TP/BAS/JAN12/

**TRANSPORT PLANNER**

Only application forms containing all the information which has been sought on the Application Form will be considered for appointment.

The following will not be accepted: Curriculum Vitae / Attached pages

**PART A**  
**1 Personal details**

Title \_\_\_\_\_ First name \_\_\_\_\_ Last name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_

Work telephone number \_\_\_\_\_ Home telephone number \_\_\_\_\_

Mobile tel number \_\_\_\_\_ E-mail address \_\_\_\_\_

Place of Birth \_\_\_\_\_

National Insurance number 

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Nationality 

Citizen of EC country? Yes <input type="checkbox"/> No <input type="checkbox"/>
Non EC: (please state)

## 2 Licence Details

### Licence Details

If invited to interview you will be required to produce your current driving licence

Do you hold a current full car driver's licence?  Yes  No

Car D.L. No: \_\_\_\_\_

Do you have any endorsements, or pending offences?  Yes  No

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

## 3 Education

Secondary Education

Subject	Awarding Body (City & Guilds, GCSE, A Level)	Grade

Further Education (university, college)

Name of College	Name of Course	Qualifications

If invited to interview you will be required to produce certificates

Relative Training Courses to this position:

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**4 Employment history (start with most recent)**

**Previous Employers (Most Recent First)**

a. Name and Address of Employer: \_\_\_\_\_

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From (dd/mm/yy) \_\_\_\_\_ To (dd/mm/yy) \_\_\_\_\_

Employed as: \_\_\_\_\_ Duties/Responsibilities of post:

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Reason for leaving: \_\_\_\_\_

Gross Wages: \_\_\_\_\_ Any other Payments: \_\_\_\_\_

b. Name and Address of Employer: \_\_\_\_\_

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From (dd/mm/yy) \_\_\_\_\_ To (dd/mm/yy) \_\_\_\_\_

Employed as: \_\_\_\_\_ Duties/Responsibilities of Post:

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Reason for leaving: \_\_\_\_\_

Gross Wages: \_\_\_\_\_ Any other Payments: \_\_\_\_\_

c. Name and Address of Employer: \_\_\_\_\_

From (dd/mm/yy) \_\_\_\_\_ To (dd/mm/yy) \_\_\_\_\_

Employed as: \_\_\_\_\_ Duties/Responsibilities of Post:

Reason for leaving: \_\_\_\_\_

Gross Wages: \_\_\_\_\_ Any other Payments: \_\_\_\_\_

## 5 References

Please give the Names and Addresses of 2 people who will provide a reference for you. One reference must be from a current or former employer. References will only be sought when the Company is preparing a job offer.

NAME \_\_\_\_\_ NAME \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
TO APPLICANT TO APPLICANT

If currently employed, what notice would be required if successful? \_\_\_\_\_

## 6 General

Distance from Home to Basingstoke \_\_\_\_\_ Miles \_\_\_\_\_ Time

Do you have use of a car or access to a form of transport which will enable you to meet the requirement of the post in full if required?

Yes

No

Are you prepared to work Public Holidays, as required?  Yes

No

## 7 Disability

**Do you have a disability that meets the following definition:**

The Disability Discrimination Act 1995 states that a person has a disability if s/he has a ***'physical or mental impairment which has a substantial or long-term adverse effect on his/her ability to carry out normal day to day activities.'***

Do you meet (or have you in the past, met) this definition?  Yes

No .

If yes, please state what reasonable adjustments, provisions or facilities may be required in the selection process

**8 Health**

Does Applicant suffer from any medical conditions which might affect his / her safety or the safety of others whilst working at heights, operating equipment or driving a vehicle? (e.g.. dizziness, skin disorder, epilepsy or defective eyesight).  Yes  No

If Yes, please give details:

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Is Applicant willing to undergo medical examinations and eye tests as and when necessary?  Yes  No

**9 Data Protection Act**

Please note that the information on this form may be held on record. Strict confidence will be observed and disclosure will only be made for Payroll and Human Resource Administrative procedures. The information may also be disclosed in respect of litigation.

**10 Convictions**

Do you have any convictions for criminal offences or any criminal proceedings pending?  Yes  No

If yes, please give full details below. (You need not include motoring convictions unless your driving licence is endorsed or you are currently banned from driving and you need not include any convictions which are 'spent' under the Rehabilitation of Offenders legislation.)

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## **11 Declaration by the applicant**

I declare that I have not canvassed in any way and that the information contained in this application is complete and correct to the best of my knowledge. I accept that providing false information or suppressing any information wilfully will make me liable to disqualification, and if appointed to dismissal.

Signature

Date

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## Part B Personal Specification

Does Applicant hold a current C.P.C. National?  Yes  No  
 If No, are you willing to study for this exam?  Yes  No

Does Applicant hold a current C.P.C. International?  Yes  No  
 If No, are you willing to study for this exam?  Yes  No

Does Applicant hold a current ADR certificate?  Yes  No  
 If yes, please enclose a copy of ADR certificate

Which groups are included? \_\_\_\_\_

Is the certificate for tankers? \_\_\_\_\_

Has Applicant attended any other hazardous chemicals courses?  Yes  No

If YES, please give details:

\_\_\_\_\_

Please comment briefly, in the spaces given, on your experience or level of knowledge in the following areas:

Knowledge of the roads network: (excellent / very good / good / average / little knowledge / no knowledge)

South West England	
South East England	
Midlands	
North East England	
North West England	

Mechanical Experience:

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People-Management, including discipline:

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Tachograph knowledge:

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Vehicle Routing Experience:

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Health & Safety Knowledge:

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Have you ever worked to ISO 9000 Quality procedures?  Yes  No

If yes, please give details:

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Please state your level of computer competence and packages used:

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**PART C Monitoring Information**

**EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

Ref: TP/BASJAN12

1. . Date of birth: .....

2. Gender:     Female     Male

3 . Please tick the box which you feel best describes your ethnicity:

**White:**

- British
- Irish
- Any other White background

**Black or Black British:**

- Black – African
- Black – Caribbean
- Any other Black background

**Asian or Asian British:**

- Asian Bangladeshi
- Asian Indian
- Asian Pakistani
- Any other Asian background

**Dual Heritage:**

- Asian and White
- Black African and White
- Black Caribbean and White
- Chinese and White
- Any other background from more than one ethnic group

**Chinese or Chinese British:**

- Chinese
- Any other ethnic group (please give details):

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5. Do you consider yourself to have a disability?

- Yes             No

6. Are there any adjustments or amendments under the Equality Act 2010 which you would need to perform the duties of this role (please refer to job description and person specification)?

- Yes             No

If yes, please explain:

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7. If invited for interview, would you have any individual requirements?

- Yes             No

If yes, please explain:

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Should you not wish to supply the above information, please tick the following box:

## **Equal Opportunities Policy Statement**

- 1. The object of this statement is to confirm our aim as an employer to prevent unfair discrimination in our recruitment, selection and employment policies.**
- 2. We recognise that in order to achieve this aim, we must review our procedures regularly to ensure that individuals are selected and employed on the basis of their relevant merits and abilities.**
- 3. The selection and appointment process and the make-up of the workforce will be monitored.**