



**CAR & VAN
RENTAL**

Application Pack for Logistics Positions

via web site

**DO NOT USE THIS FORM
FOR RENTAL, FINANCE
OR SPECIALIST POSITIONS.**

Thank you for your recent enquiry into a job vacancy at County Car & Van Rental. This application pack includes information and forms to help you apply for the position. Good luck!

Included in this Pack

- ✓ Person Specification (Note: both Valetter and Driver / Valetter positions are enclosed)
- ✓ Job Application Form
- ✓ Equal Opportunities Questionnaire (optional)

What to Do

Read all of the enclosed information thoroughly. If you still wish to apply for the position;

- Complete the forms in their entirety. Check any additional instructions that may be included on each form.
- Do not send original certificates / documentation etc. with your application, as we cannot undertake to return any enclosures that you may include.
- Send the completed forms in a **large sealed envelope** addressed to:

County Car and Van Rental
Human Resources Manager
St Mary's Way
Stockport
Cheshire
SK1 4AP

- Please mark your envelope "Private and Confidential" and post it to arrive **before** any specified closing date.
- Please ensure you use the correct postage for the size and weight of your envelope, as we will refuse to pay any penalty charges issued by the postal service. This will result in the voiding of your application.

Job Description

Job Title: Valeter	Based at: Branch
Department: Logistics	Pay Grade: 1
Revision Date: May 2011	Reports to: Site Logistics Manager

Position Overview

To work within the framework of the organisation by supporting the Logistics Manager and site supervisor to ensure a pristine fleet in the most time effective way.

Operational Responsibilities and Accountabilities

- Proactively prepare vehicles that have come back off rent and ensure all vehicles on site are kept in a "ready to rent" state to the required standard.
- Prepare vehicles for sale in collaboration with Rental and Logistics Managers
- Prepare check out sheets after vehicle preparation, marking any damage and fully completing the "Check Sheet" in an eligible format
- Ensure Vehicles are kept in a safe manner to the Company's "55 point check" ensuring lights operate fully, fluid levels are correct, tyre pressures and tread depths are safe (AND recorded on check out sheets where appropriate) etc.
- Ensure the site is maintained to a clean and presentable manner at all times
- Ensure the Valeting bay and wash area is kept in a clean, tidy and safe manner at all times
- Responsible for the health and safety of themselves and others when conducting all duties
- Assist Rentals by checking vehicles in and out to customers, whenever required and ensuring a high level of customer service is maintained
- Assist the Fleet Department by completing Defect reports on appropriate vehicles and present to Fleet Administrator

Strategic Responsibilities and Accountabilities

- Assist Logistics Manager and Site Supervisor with their operational duties as requested.
- Meet the minimum required standards for the position with respect to the organisation's Competency Framework

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation. More detailed responsibilities and accountabilities can be found in the organisation's VHAPA handbook.

Job Description

Job Title: Driver & Valeter	Based at: Branch
Department: Logistics	Pay Grade: 2+
Revision Date: May 2011	Reports to: Site Logistics Manager

Position Overview

To work within the framework of the organisation by supporting the Logistics Manager and site supervisor to ensure a pristine fleet in the most time effective way. **You must be in possession of a valid full UK driving licence with no more than three penalty points active, in order to apply for this position.** You will need entitlement to drive 7.5 tonne vehicles to be eligible for upper pay grades.

Operational Responsibilities and Accountabilities

- Proactively prepare vehicles that have come back off rent and ensure all vehicles on site are kept in a "ready to rent" state to the required standard.
- Prepare vehicles for sale in collaboration with Rental and Logistics Managers
- Prepare check out sheets after vehicle preparation, marking any damage and fully completing the "Check Sheet" in an eligible format
- Ensure Vehicles are kept in a safe manner to the Company's "55 point check" ensuring lights operate fully, fluid levels are correct, Tyre pressure and tread depth are safe (AND recorded on check out sheets where appropriate) etc.
- Ensure the site is maintained to a clean and presentable manner at all times
- Ensure the Valeting bay and wash area is kept in a clean, tidy and safe manner at all times
- Responsible for the health and safety of themselves and others when conducting all duties
- Assist Rentals by checking vehicles in and out to customers, whenever required and ensuring a high level of customer service is maintained
- Assist the Fleet Department by completing Defect reports on appropriate vehicles and present to Fleet Administrator
- Delivering various vehicles to customers in a time efficient manner
- Ensure vehicle safety when on the road by abiding by the highway code
- Basic rental skills including qualifying customers, familiarisation with a County rental agreement etc.
- Once proficient; use 3.5 tonne and/or 7.5 tonne transporters to deliver vehicles to customers

Strategic Responsibilities and Accountabilities

- Assist Logistics Manager and Site Supervisor with their operational duties as requested.
- Meet the minimum required standards for the position with respect to the organisation's Competency Framework

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation. More detailed responsibilities and accountabilities can be found in the organisation's VHAPA handbook.



 **Notes, instructions and guidance on completing this application form can be found on page 6.**

Vacancy Details

Position applied for: _____ If I was offered this job I would be able to start from: _____

Personal Details

Surname: _____ Forenames: _____

Address: _____

Postcode: _____

Home Telephone Number: _____ Work Telephone Number: _____

Mobile Telephone Number: _____

Education and Qualifications ⓘ We may check these details with external agencies to ensure the accuracy of the information you provide.

Please give details of secondary schools, colleges, universities, or any other further education establishments attended since the age of 11, together with examinations taken. (Please include all results and grades, including failures.)

Place of Education	Starting Date	Leaving Date	Examinations and Qualifications

Please state any other qualifications, languages or skills which you consider might be relevant to your application:

Employment History

① Please include any periods of unemployment in the table below.

Please give details of your last four employers, starting with the most recent. We may use any of these employers as referees.

Employer's Name & Address	Start & Leaving Dates	Annual Salary	Job Description	Reason for Leaving

Previous Experience

Please give brief details of your previous experience, outlining your main duties in your employment and any additional information to support your application.

Job-Related Training

If you have received any job-related training, please give full details. Include dates, duration, location and subjects covered.

Professional / Institute Membership

① We may check these details with external agencies to ensure the accuracy of the information you provide.

If you have either been a member of a professional association, institution or trade union, please provide details of your current status and specify any office you may have held.

Name of Organisation	Qualification / Level of Membership / Membership Details / Office Held

Supplementary Information

Many of these questions can simply be answered 'Yes' or 'No'. Please give full details of any positive answers in the space provided.

What salary are you seeking per hour / annum?

What are your hobbies, sports and interests?

Do you have any holidays arranged within the next twelve months?

Are you willing to work weekends, as applicable?

If appropriate, are you willing to work shifts?

Do you know anyone employed by this company?

Have you ever worked for this company before?

How many weeks notice are you required to give to leave your current employment?

How long have you lived at your current address?

Do you have any other employment or commercial interests?

If you were to accept a position within this company, would you continue to work in any other capacity?

Do you have a current driving licence? If yes, please list the categories (for example, C1+E):

Do you have any endorsements on this licence?
(Please include any pending endorsements.)

Have you had any accidents while driving, in the last three years?

Criminal Convictions

① We may check this answer with the Criminal Records Bureau to ensure the accuracy of the information you provide.

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974?
Please write either 'Yes' or 'No' in this space:

Right to Work in the UK

ⓘ This question is included to comply with our obligations under the Asylum Immigration Act 1996

If you are invited to interview please bring along proof of your right to work in the UK. The list below may help in providing such a document:

- NI Number: _____
- P45
- P60
- Previous payslip
- Passport
- EEA Passport
- Certificate of Registration as a British Citizen
- British Certificate issued in the UK or Republic of Ireland
- Travel document to show you are exempt from immigration control
- UK residence permit
- Work permit
- EEA Identity Card

I can provide confirmation that I am legally entitled to work in the UK:

[Yes / No]

Availability to Work

Would you be willing to work overtime?

[Yes / No]

Are you applying for a full or part time job?

[Full time / Part time]

If you are applying for a full time job would you accept a part time job instead?

[Yes / No]

About the Vacancy

How did you hear about the vacancy?

(If through a current company employee, please state who referred you.) _____

Are you a New Deal candidate from the Job Centre?

[Yes / No]

Disabilities

We are positive about disabilities. If you have a registered disability you would like us to know about, please tell us about it and how we can help you, in the space below. You should know that due to reasons beyond our control, our premises are particularly difficult for wheelchair users and those with walking difficulties.

We operate a guaranteed interview scheme for those with registered disabilities. Would you like to exercise this right? [Yes / No]

Please note that only candidates meeting the minimum person specification will be invited to interview.

(If 'Yes', please bring along proof of your registration to the interview.)

Additional Reference

ⓘ This is in addition to the employers you specified on page 2. The referees should be unknown to one other.

Please give the name and address of someone who would supply a character reference on your behalf:

Continuation Space

- If you require additional space for answering any question in this application form, please use the space provided below.
- Clearly indicate which question you are answering. Indicate any use of this continuation space in your original answer.

Notes, Instructions and Guidance

- Please apply for only one position using this form. If you are applying for multiple positions, please use a separate form for each.
- All questions should be answered in your own handwriting. Circle applicable items in square brackets, where indicated.
- Please use the continuation space provided on page 5 if you run out of space.
- If employment is offered and accepted, employees are required to notify the Managing Director within 7 days, of any changes to personal circumstances as entered in the section entitled Supplementary Information.
- It is the company's policy to employ the best qualified and suitable personnel and provide equal opportunity for the advancement of employees, including promotion and training and not to unjustifiably discriminate against any person because of race, religion, creed, colour, sex, sexual orientation, or any other irrelevant factor.
- It is the company's intention to ask for references prior to any provisional offer being made, from the persons nominated.
- Original documents should not be sent, as the company cannot undertake to return any enclosures that may be included with this application form.
- All appointments are made subject to the satisfactory clearance of references, and all employees are required to satisfactorily complete a designated probationary period.
- Employees are required to be fully mobile in their work operations. Employment is offered and accepted on the understanding that all individuals may be required to work at any location, as specified in the Contract of Employment.
- We may contact third parties regarding your application and the details you provide. This is done in accordance with the Data Protection Act 1998.

Declaration

Do not make a false declaration. To do so may result in your application being rejected or instant dismissal.

- I warrant that I have completed this form to the best of my knowledge and belief; all the particulars given are true and complete.
- I understand that any false statement may be sufficient cause for rejection or, if employed, could be classed as gross misconduct.
- I authorise you to hold this form in a secure place and to process my application in accordance with the Data Protection Act 1998.

Signed: _____ Name (Block Capitals): _____ Date: _____

For Office Use Only

Invite to Interview Stage One? [Yes / No] Reason for rejection: _____

Date of interview: Refs checked: _____

Interviewer: Right to work checked? [Yes / No]

Comments: _____

Invite to Interview Stage Two? [Yes / No / N.A.] Reason for rejection: _____

Date of interview: _____

Interviewer: _____

Comments: _____

Offer candidate position? [Yes / No / N.A.] Reason for rejection: _____

Date offer letter sent: _____

If candidate declined the position, state reason (if known): _____



Our Policy

At County we are committed to an equal opportunity policy for recruitment and employment and hand pick people for jobs without regard to race, religion, creed, colour, sex, sexual orientation, or any other irrelevant factor. To enable us to monitor this policy the job application process includes questions relating to these topics.

Information from this form is stored and processed separately to the rest of your application and is not used to personally identify you. If you wish, you can place this form in a sealed envelope marked "Equal Opportunities" when you return your application.

All questions are optional. We advise that if there are any questions you feel uncomfortable answering, that you do not answer any questions on this form at all. Your application will not be penalised for this. If you wish to decline answering this questionnaire, please indicate by placing a tick in this box: []

About You

What is your gender?	[Male / Female]
What is your date of birth?	_____
What is your marital status?	_____
What is your ethnic origin? (Please <u>circle</u> one item in brackets only.)	<i>White</i> [White British / White Irish] <i>Mixed Race</i> [White and Black Caribbean / White and Black African / White and Asian] <i>Oriental</i> [Chinese / Japanese] <i>Black / Black British</i> [Caribbean / African] <i>Asian / Asian British</i> [Indian / Pakistani / Bangladeshi] <i>Other</i> Please specify in full: _____
What is your religion?	[Christian / Muslim / Jewish / Hindu / Sikh / Agnostic / Atheist / Other]
Do you have a registered disability?	[Yes / No]
What is your sexual orientation?	[Straight / Gay / Lesbian / Bisexual]
Are you transgendered?	[Yes / No]