

Drivers Employment Pre-Screen

Date .....

Drivers Name .....

Yes No State Comments

What Licence do you hold?			HGV1, HGV2, Van driver, car	
Driver over 23yrs Old			Confirm Age of Candidate explaining it is for Drivers Negligence cover	
Licence Held for over 2yrs			Client specific - some may accept new drivers under 2 years experience	
180 Days in the Last 2 years Exp				
Do you hold a valid RTW document - Indate passport/ID card/Visa/UK Birth Certificate			Originals to be brought to registration else will not be	
Do you have any live points on your licence - how many				
Tell me about your Driving Experience			Trunking/Long or short drive routes	
Pay Status Confirmed			Umbrella/Self Bill/ PAYE	
Documents to bring to Register			Confirm Paperwork to bring according to Pay status they have confirmed	
Are you fully Flexible to work - including night outs			Do they have any restrictions we need to know about	
Licences			CPC DATE TACO DATE LICENCE DATE - all valid over 6 months	
Proof of Address within 3 mths			NINO Letter/Utility Bill/Bank Statement/Rental	
Proof of Bank Account			Bank Statement	
LTD Documentation			Company House Registration certificate	
DVLA Check code advised			Do they know how to get the code - if not provide guide by email	
English Language level Acceptable			from the telephone conversation - was the communication at an acceptable level	

Notes:

Consultants Name .....

Consultants Signature .....

Applicant invited to Register Yes No

Date and Time Booked to Register .....