



Agency Drivers (UK) Ltd.

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DRIVER REGISTRATION

Agency Drivers strives to maintain the highest standards with our systems, personnel and service. We endeavour to work with only the very best drivers and blue chip clients.

To ensure that you qualify for this first class team we need to be sure that you are up to standard. Before we can register you for work we are required to check your employment history, ensure that you are legally entitled to work and are qualified to carry out any duties which we may be offering you.

To this end, you must **PRODUCE** the following documents for copying and recording:

1. **Driving Licence** including counterpart..... *No more than 6 points. No disqualifications.*
2. **Other skills certificates**..... *Fork Lift, ADR, HIAB etc.*
3. **Passport or Birth Certificate**..... *Not short birth certificate*
4. **Further evidence of address** *Bank statement, utility bill, tax correspondence*
5. **A photograph** will be taken.....

You will also be asked to **COMPLETE** these forms:

6. **Application Form**..... *showing employment history for at least 5 years with contact address and telephone numbers*
7. **Driver Skills Record**
8. **Competence test and/or Tachograph Test...**
9. **Royal Mail Personal Declaration Form P13..** *Confirming you understanding of RM safety & security requirements*
10. **Royal Mail Employment Checks Consent...** *giving your consent for checks to be made*

You will be **GIVEN** the following documents to take away:

13. **A copy of Terms of Engagement/Contract for Services**
14. **Driver Handbook**
15. **Guide to Tachograph Law**
16. **Timesheets**

Your interviewer will take notes on your interview

16. **Interview Notes**

When you have completed the documentation we will submit the Royal Mail forms and take up references. On receipt of satisfactory reports concerning your previous employment, you will be registered as an **Agency Drivers** driver and will appear on our available list.