

Staff Details and Declaration Form

Please ensure all information is completed in full.

The information that you provide is subject to the protection of the Data Protection Act 1998 and The General Data Protection Regulation (GDPR), we ask for this information in order to fulfil your contract of employment and for legitimate business purposes. This information will not be used for any alternative purpose without your consent and will be held in accordance with the Data Protection Act 1998 and GDPR.

Personal Details	
Surname:	Forename(s):
Maiden Name (if applicable):	Preferred Name (if applicable):
Title:	Gender: Choose an item.
Date of Birth:	
Home Address:	
Email Address:	
Home Telephone:	Mobile:
National Insurance Number:	
Marital Status:	
Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Living with Partner <input type="checkbox"/>	
Bank Details (for Payroll)	
Name on Account:	Bank:
Sort Code:	Account Number:
Emergency Contact Details:	
Surname:	Forename(s):
Title:	Preferred Name (if applicable):
Relationship to you:	
Contact address if different from above:	
Home Telephone:	Mobile
Work Telephone:	
Emergency Contact Two:	
Surname:	Forename(s):

Title:	Preferred Name (if applicable):
Relationship to you:	
Contact address if different from above:	
Home Telephone:	Mobile
Work Telephone:	

Driver's Declaration

Employers have duties under health and safety law for on-the-road work activities. The Health and Safety at Work Act states we must ensure, so far as reasonably practicable, the health and safety of all employees while at work, therefore ask for the below information for this purpose which will be held in accordance with the Data Protection Act 1998 and GDPR.

All vehicles (irrespective of who owns them) used for work need to conform to road traffic law, are must be safe and properly maintained, and fit for purpose.

If you will be driving as part of your work-related activities, you must ensure your vehicle meets the following expectations:

- The vehicle is properly taxed, MOT'd and serviced
- You have a valid driving licence and 'business use' insurance cover
- You have conduct regular vehicle safety checks
- You have informed the DVLA of any medical conditions that may affect your driving

It is an offence to drive without a valid driving license and in a vehicle that is not properly taxed, MOT'd and does not have insurance to cover the activity you are undertaking.

Please complete the below questions and declaration form:

Job Title:	
Type of vehicle you will be driving:	A company-owned or leased vehicle <input type="checkbox"/> A hire car (on either a short or long-term basis) <input type="checkbox"/> Your own private vehicle <input type="checkbox"/>
Vehicle make and model:	
Vehicle registration number:	
Driving licence number:	
Country Driving licence was Issued:	
Driving licence Issue date:	
Is your driving licence clean:	Y <input type="checkbox"/> N <input type="checkbox"/>
How many points do you have?	

Declaration

- I certify that the information provided above is correct to the best of my knowledge and that I have produced my latest Drivers Licence, and that I have no pending convictions, endorsements or disqualifications.
- I declare myself as medically fit to drive.
- I hereby declare that if I use my own vehicle for company business, I will ensure that the vehicle is taxed, has a current MOT certificate, is serviced regularly and is roadworthy, and that insurance is in place which includes 'for business use'.

- I agree to take responsibility for any fines in respect of traffic, parking or speeding offences incurred whilst I am a driver of the vehicle.
- I will inform my line manager of any accident that occurs whilst I am undertaking work-related driving activities
- I agree that I am duty bound to notify immediately my Line Manager should any details change that would prevent me from driving including any road traffic incidents, convictions, endorsements or disqualifications that occur.
- I have read and fully understand the above and will comply with what is requested of me.

Signed:	Date:
Printed Name:	

Information on declaring medical conditions

It is solely your responsibility to inform DVLA if I suffer from any medical conditions that may affect you to drive. A list of these medical conditions can be downloaded from www.gov.uk/health-conditions-and-driving

You must also inform DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from www.direct.gov.uk/driverhealth). Failure to do so is a criminal offence punishable by a fine of up to £1,000