



Stages of Recruitment - Drivers

Stage One

- **Completion of Application Form** – This can be done either online, downloaded PDF Document or application form request via the post.

Your application is then reviewed, taking into consideration your previous experience, knowledge and suitability for the role, although we do have an extensive training programme to enhance both of these skills.

Once your application has been reviewed, an acknowledgement we will be sent if you have been unsuccessful, although your application will remain on file for 12 months.

Stage Two

- **Invite to Interview** – If your application has been successful you will be invited to our head office for an interview with our Human Resources Department and a member of Management.

Stage Three

- **Interview** – This will be a meeting with the Human Resources and a member of Management

As part of your interview process you will be required to produce you driving licence showing your PCV (category D) licence entitlement and any endorsements on your licence.

We will also require you to show you Digital Tachograph Card.

At this stage you will also go out for a driving assessment with one of our in-house assessors, who will be monitoring your driving and you manoeuvring of the vehicle.

You will then receive written notification of the outcome of your interview.



Stage Four

- **Offer Letter** – If you are successful at your interview you will receive a letter detailing your start date with the company and outlining your basic employment details. (further information will be given at induction)

Stage Five

- **Induction** – You will attend a two day induction period with the Managing Director and Human Resources. The induction covers the History of the Industry, Background to Clarkes of London, Clarkes Code of Conduct (guidelines and procedures) and an insight into the Culture and Routine within the Company. Health & Safety procedures, Accident Procedures & Contract and Handbook.

Stage Six

- **Training** – Consisting of vehicle familiarisation, route learning, depot routine. Period of training is dependant on individuals needs and experience, which is assessed at your induction.

Stage Seven

- **Checks** – At the start of your employment various checks will be made.
- **Criminal Records Bureau** – Information will be requested in order to make a disclosure against you, this is compulsory as we do work with children.
- **Referencing** – At least two previous employment reference are required in order to make contact with them.

Stage Eight

- **Three Month Probation** – All drivers undergo a three month probationary period. After which time we review your performance and ask for management feedback.