

## **Express Transit Limited Sub-Contractor Application Form**

Please complete this application form in full and return by post to:

Express Transit Ltd

Suite 445, Houldsworth Mill Business & Arts Centre, Houldsworth Street, Stockport SK5 6DA.

### **Personal Details**

Full Name:

Address:

Postcode:

Telephone No:

Mobile Number:

Date of Birth:

N.I. Number:

VAT Registration Number is applicable:

Are you eligible to work in the UK:

**Yes / No**

Do you suffer from any physical and/or mental conditions which may affect your ability to drive a vehicle or perform manual work:

**Yes / No**

If yes then please give details below:

### **Emergency Contact Details**

Full Name:

Relationship:

Address:

Postcode:

Telephone No:

Mobile Number:

Any Additional Information:

### **Vehicle Details**

Make:

Model:

Colour:

Registration Number:

Year:

Do you have any livery (graphics) on your vehicle:

**Yes / No**

If yes then please give details below:

Please initial page:

**Previous Employment details**

Company Name:

Address:

Contact Name:

Telephone Number:

Dates of Employment (From and To):

.....

Company Name:

Address:

Contact Name:

Telephone Number:

Dates of Employment (From and To):

.....

Company Name:

Address:

Contact Name:

Telephone Number:

Dates of Employment (From and To):

.....

Company Name:

Address:

Contact Name:

Telephone Number:

Dates of Employment (From and To):

.....

Company Name:

Address:

Contact Name:

Telephone Number:

Dates of Employment (From and To):

.....

Please initial page:

## **Sub-Contractor Document Checklist**

Please send in copies of the following documents with your completed application. Applications cannot be processed without these copies. You may be required to attend a short meeting with us where you will be asked to bring along originals of the copies you have sent in:

1. Copy of Driving Licence
2. Copy of Passport
3. Goods in Transit Insurance (Min £10,000)
4. Motor Insurance
5. Public Liability Insurance (Min £1,000,000)
6. Employers Liability (If applicable)
7. VAT Registration Details (If applicable)
8. MOT Certificate (If applicable)
9. Recent Utility Bill
10. 2 x Passport Sized Photos of Yourself

**All Insurances should have your occupation, nature of business or usage stated as Courier.**

You will also be required to obtain a DBS Certificate (CRB Check) within 13 weeks from your date of commencement and a receipt to confirm that you have requested the report within 2 weeks of your commencement.

Please initial page:

- 1.** I declare that all of the details I have provided are true, correct and complete and that I shall notify Express Transit Limited immediately of any changes
- 2.** I agree to provide Express Transit with photocopies of the following documents every six months:
  - a) Driving licence
  - b) Goods in transit insurance
  - c) Public liability
  - d) Employers liability (if applicable)
  - e) Motor insurance
  - f) MOT certificate
- 3.** I understand and agree that the services I provide are on a self-employed/sub-contractor basis and that I am responsible for my own income tax and national insurance payments
- 4.** I declare that I am legally entitled to work in the UK
- 5.** I understand that I will be carrying goods of a confidential nature and that I must not read or inspect them in any way
- 6.** I understand that I am not to disclose to any person the details of any consignments that I may carry or have carried for Express Transit
- 7.** I understand that I am responsible for the safekeeping of any consignments in my possession and agree to treat all goods in a safe and careful manner
- 8.** I understand that if any item in my possession is stolen, lost, mis-delivered or damaged then I will be liable for any insurance claim that may arise from this
- 9.** I agree that should any need for an insurance claim against me arise that any payment due from Express Transit to me or my company may be withheld until the claim is settled
- 10.** I agree that any payment withheld may be used to contribute towards the cost of any claim should the need to do so arise and that this may be deducted from my earnings
- 11.** I understand that Express Transit must be notified of every collection and delivery by either text message or email immediately after collection or delivery has taken place
- 12.** I understand that all paperwork must be returned to the office within seven days. No invoices can be paid without the proof of deliveries
- 13.** All proof of deliveries must be fully completed. Any information that is missed may result in payment being withheld and an insurance claim may arise
- 14.** I understand that as a sub-contractor of Express Transit Limited, they are not obliged to provide me/us with work
- 15.** I understand that as a sub-contractor of Express Transit Limited I am free to carry out work for other businesses
- 16.** I agree that I will not solicit any clients of Express Transit Limited either whilst working on behalf of the company or in the future
- 17.** I will not sub-contract out any of the work that Express Transit give to me unless the driver of the vehicle is already registered and approved with Express Transit and Express Transit previously agree to the sub-contract
- 18.** I agree to wear hi-visibility clothing and safety boots when undertaking any work for Express Transit.

**19.** It is my responsibility to check the weight and risk of goods in transit and that Express Transit will not be responsible for any excess of payload limits or damage caused by hazardous goods.

**20.** In the event of my vehicle being involved in an accident or breaking down I agree that I will notify Express Transit immediately.

**21.** In the event of my vehicle being involved in an accident or breaking down, I agree that any fee payable to me for the job in transit at that time will be reduced due to Express Transit having to send a replacement vehicle ,cancel/rearrange the delivery, or have the goods returned to collection point. The original fee agreed will be reduced by the cost of the replacement/cancellation/re-delivery/return charged to Express Transit

**22.** In the event that a replacement vehicle cannot be provided/sent due to any circumstance, then I agree to have my vehicle recovered and taken to the destination of choice by Express Transit Ltd.

**23.** In the event of the above, Express Transit may have to go to extra expense in finding alternative transport for the goods to be collected and delivered. If this should be the case then I agree that I will cover any extra expenses incurred by Express Transit with no limit and that Express Transit may hold back any payments due to me in order to put towards or cover these extra expenses.

**24.** I understand that payments made to me by Express Transit Ltd will be paid no earlier than 30 days from end of invoice month.

**25.** I understand that I must maintain a clean vehicle, clean personal appearance and always be polite, pleasant and understanding to the customer's needs at collection and delivery points and that any complaints against me could result in payment being withheld from Express Transit Ltd and therefore could result in payment being withheld from myself as the sub-contractor.

Date:

Print Name:

Signature: