

### **Driver Application**

Please complete all fields provided and return via email to SECS London Limited  
Please make sure to tick off all the relevant boxes and provide requested documents and/or information.

We invite all applicants to a driver onboarding face to face meeting at our offices, by appointment only:

Operations Hub  
22 Churchfields Avenue  
Feltham  
TW13 5PB

When attending the meeting, please bring all listed herein documents with you for onboarding, a full list of required documents is provided below;

Regards  
Tom Lomax-Wormald  
MD  
SECS London Limited  
Shield Executive Car Services

Date: -----

Mr/Mrs: -----

Surname: -----

First Name: -----

Known as: -----

Date of Birth: -----

National Insurance No: -----

Full Address:

-----  
Town: -----

Post Code: -----

Home Telephone: -----

Mobile: -----

E-mail: -----

Emergency Contact No: +44 -----

Bank Name: -----

Bank Sort code: -----

Bank Account No: -----

Start date availability: -----

Driver Experience- (employment/self-employment history):

Years' experience: \_\_\_\_\_

Employment History:

Vehicle Details \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Vehicle Colour: \_\_\_\_\_

Reg No: \_\_\_\_\_

I confirm to have read and agreed to the driver terms attached plus all other SECS London Limited Policy's

I consent to receive periodic communication from SECS London LTD

Copies of Terms and Conditions and Privacy Policy are available on our website.

List of documents we require you to have with you for onboarding:

- Driver photo (will be taken at the office)
- Driver PCO Licence paper part
- Driver PCO Licence ID Badge
- UK Drivers Licence Front
- UK Drivers Licence Back
- Electronic Counterpart Check Code from DVLA Share your Licence details; <https://www.gov.uk/view-driving-licence>
- PCO PHV Vehicle Licence Test
- Relevant Vehicle Insurance Certificate
- MOT Test Certificate
- Logbook V5c or New Keeper Slip
- Proof of Road Tax (This will be carried out at the office)
- Vehicle Hire/Lease Agreement if required
- Vehicle Permissions Letter allowing the use of the vehicle for PHV use

Driver Signature

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Office use only

Driver No:

Vehicle No: