

# TRUCKS & CHILD SAFETY



## Application form

Please complete this form clearly in **BLOCK CAPITALS** and return to:

Tim Bulmer, TACS Controller, DHL Supply Chain, Cobra Court, 3 Lumsdale Road, Manchester, M32 0UT

Or email: [talking.tacs@dhl.com](mailto:talking.tacs@dhl.com) Fax: 0161 864 5226

### Section 1: Applicant details

TITLE \_\_\_\_\_

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE \_\_\_\_\_

#### DIVISION

- DHL AVIATION
- DHL CORPORATE FUNCTIONS
- DHL EXPRESS
- DHL GLOBAL MAIL
- DHL FREIGHT
- WILLIAMS LEA & TAG WORLDWIDE
- OTHER

#### DHL SUPPLY CHAIN

- AUTOMOTIVE
- CONSUMER & LIFE SCIENCES
- RETAIL
- NHS SUPPLY CHAIN
- SPECIALIST SERVICES
- TEMEC

CUSTOMER NAME \_\_\_\_\_

SITE PHONE NUMBER \_\_\_\_\_

MOBILE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

Your application will not be accepted if you do not have a TACS partner to volunteer with. Please give the name(s) of your proposed TACS partners(s)

NAME(S) \_\_\_\_\_

CONTACT NUMBER(S) \_\_\_\_\_

CONTACT EMAIL(S) \_\_\_\_\_

### Section 2: Disclosure & Barring Service (DBS) check and code of conduct

I agree to contact [www.crbcheck.info](http://www.crbcheck.info) to obtain an enhanced DBS disclosure. I understand that as a TACS demonstrator I represent DHL and I will at all times behave in a professional manner in line with the company's Code of Conduct

APPLICANTS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### Section 3: Line manager approval

I confirm that the information provided by the applicant is accurate, to the best of my knowledge. I also confirm that, if successful, the applicant may claim for reasonable travel expenses to the TACS training, the DBS check (£7.15) and passport photographs for ID card purposes. I also confirm that the applicant may attend one day TACS training and deliver a minimum of three TACS demonstration days per year.

I understand additional time is required for teacher/school meetings and preparation for demonstration days.

NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SITE NAME \_\_\_\_\_

CUSTOMER/CONTRACT NAME \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

LINE MANAGER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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### Section 4: Site/General manager approval and vehicle release agreement

I confirm that I understand the value of the TACS programme and that the applicant may attend one day TACS training and deliver a minimum of three TACS demonstrations per year (3+ days), at which time a suitable vehicle and trailer will be made available for that purpose.

NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SITE NAME \_\_\_\_\_

CUSTOMER/CONTRACT NAME \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

LINE MANAGER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### Delivering a better future

DHL will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from carrying out a DBS check, to assess your suitability to participate in TACS, for administration and management purposes and for statistical analysis.

If you do not wish to participate in publicity regarding your involvement in TACS please tick

If your application is unsuccessful, we will keep your information for a reasonable period in accordance with legal requirements and for administrative purposes.

If you provide us with any information about criminal convictions or by undertaking in a DBS check, you consent to our processing that information for the purposes described above. You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998 and to correct any inaccuracies in your information.

**Any questions? Please contact:**

Tim Bulmer  
TACS Controller  
Asset Management Centre of Excellence  
0844 875 3033 Option 5  
[talking.tacs@dhl.com](mailto:talking.tacs@dhl.com)

### Applying for a DBS check

You will need to send a copy of your DBS Certificate to TACS once you have received it. Please note that there is no charge for your DBS check, all charges will be added to DHL's account.

You will need the following information to start your application:

- Full name and changes in name
- Addresses over the past 5 years
- Date and place of birth
- National Insurance Number
- Contact phone number
- Details from three forms of ID such as passport, driving licence and utility bill.

1. Start your DBS check on line by visiting [www.crbcheck.info](http://www.crbcheck.info)
2. Click on the applicants section
3. Click on 'To begin an application please click here'
4. Read the **Applicants, Disclosure, Process, Information and Documents** sections, clicking "Next>>" to navigate between each section
5. Once "Apply Online" section opens click **Begin Application**
6. Once the Disclosure Form opens, click start and confirm you have read the Terms and Conditions
7. Click "Yes, I have been given an ID number" and enter the account number **100258** and click proceed.
8. Select "Child Safety Instructor" from the dropdown list and click "Proceed"
9. Fill in all the information requested and click "Submit"

#### Once you have received your form from Cataphract

1. You will need to sign the form and take a photocopy of your original identity documents prior to taking to any UK Post Office or 'Responsible Person' for verification. (The £7.15 charge can be claimed back from your line manager)
2. The Post Office or 'Responsible Person' will check your ID and stamp/sign the photocopy to confirm their verification of your documents, but will not take them from you.
3. Once the photocopy has been stamped/signed, you will need to post to Cataphract along with the signed form.

Your DBS will not be processed until your form and verified photocopy of documents have been received by Cataphract. It should then take at least 6 Weeks to receive your certificate.

**Once you have received your certificate please email or post to either address on the front of this form**



Become the safest, most efficient and customer focused transport operator in the UK&I

