## Zedify_RGB-02

## 

## Application pack for the post of Cargo Bike Mechanic

Dear Applicant,

Many thanks for your enquiry about the above position. Working at Zedify can be enormously rewarding and our cargo bike mechanics are a critical part of our success – keeping the wheels turning!

Please find attached a job description. If you think this job is suitable and you can share our ethos, please apply by completing and returning your application along with a current CV to the relevant depot you’re interested in working at, eg london[@zedify.co.uk](mailto:**yourcity**@zedify.co.uk)

We will contact you within 2 weeks of us receiving your application.

Many thanks for your interest; we look forward to hearing back from you.

Yours faithfully,

The Zedify team

JOB DESCRIPTION

# Cargo bike mechanic

**Pay:** Negotiable DOE but minimum [Real Living Wage](https://www.livingwage.org.uk/what-real-living-wage)

## Introduction

Zedify are looking to recruit cargo bike mechanics to join the team, supporting first and last mile deliveries using electric cargo bikes.

​Zedify is an innovative zero emissions logistics firm with strong social and environmental aims and objectives. The successful candidate will share our ethos, have a passion for cycling and will provide a vital role in the business. We offer a zero emissions solution to our customers' logistical needs.

Zedify is a Living Wage Employer. At Zedify we welcome applications from every part of the community regardless of gender, age, sexual orientation, race or disability.

​The job

You will be responsible for maintaining our fleet of cargo bikes, working alongside other mechanics and the operations team. This could be a full-time role, combined with being a delivery rider during peak times. You will be working on a range of electric cargo bikes and trikes. Full industry training will be given but you must have had experience working with bikes and be able to demonstrate your practical skills in solving mechanical problems.

​​Main duties & responsibilities include:

* Ensure the fleet of cargo bikes are running to a high standard
* Undergo regular checks on the bikes to keep up to date on repairs and ensure they remain in good condition
* Keep a record of checks and repairs made so that these repairs can be assessed by the manager and referenced
* Communicate effectively any problems that arise with the bikes to the manager, and report concerns
* Keep track of stocks of spare parts and tools required to maintain the fleet. Liaise with the manager to make sure these items get ordered in time and from an appropriate source

## Who we’re looking for

Essential criteria - you must be:

* Dynamic and hardworking
* Happy to work in all weathers throughout the year
* Physically fit and strong to carry parcels and to manage heavy bikes.
* Knowledgeable and respectful of the highway code and be an ambassador for good cycling
* Comfortable riding a range of bikes in an urban environment
* Prepared to work unsupervised for long periods of time and able to use own initiative
* Punctual, presentable, trustworthy and very reliable.

Essential criteria - you must have:

* Some experience as a bike mechanic
* An ability to learn quickly & to problem solve light engineering issues
* Good communication, with a friendly manner
* A positive attitude
* A genuine desire to help make our cities better places to be

Desirable attributes - you should have at least some of these:

* Bike maintenance qualification
* Bikeability Level 3 qualification
* Current first aid certificate
* Fleet maintenance experience
* Experience with electric bikes
* Understanding of low voltage battery systems

# Hours of work

Variable from flexible/variable hours each week to full-time salaried roles. There is usually a minimum commitment due to the high level of training and onboarding required.

## What it offers

* Come and join a small but growing team with a mission to help make our cities healthier and more liveable.
* Plenty of opportunity to progress in a fast growing company
* Training and support
* A real living wage
* Work with like minded people in a supportive environment

APPLICATION FORM

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Address:** |  |
| **Home telephone:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **How did you hear about the job?** |  |
| **What is your preferred work schedule? (eg variable hours, 2 days/wk, full-time etc)** |  |

# Employment history for Last 5 Years

Please let us know your employment history for the past five years

|  |  |  |
| --- | --- | --- |
| **Company Name:** |  | |
| **Company Address:** |  | |
| **Job Title:** |  | |
| **Date From / To:** |  |  |
| **Contact Name:** |  | |
| **Reason for Leaving:** |  | |

|  |  |  |
| --- | --- | --- |
| **Company Name:** |  | |
| **Company Address:** |  | |
| **Job Title:** |  | |
| **Date From / To:** |  |  |
| **Contact Name:** |  | |
| **Reason for Leaving:** |  | |
| **Company Name:** |  | |
| **Company Address:** |  | |
| **Job Title:** |  | |
| **Date From / To:** |  |  |
| **Contact Name:** |  | |
| **Reason for Leaving:** |  | |

|  |  |  |
| --- | --- | --- |
| **Company Name:** |  | |
| **Company Address:** |  | |
| **Job Title:** |  | |
| **Date From / To:** |  |  |
| **Contact Name:** |  | |
| **Reason for Leaving:** |  | |

|  |  |  |
| --- | --- | --- |
| **Company Name:** |  | |
| **Company Address:** |  | |
| **Job Title:** |  | |
| **Date From / To:** |  |  |
| **Contact Name:** |  | |
| **Reason for Leaving:** |  | |

## Please answer the following questions:

|  |
| --- |
| **Explain what appeals to you about the job and why you’d be good at it** |
|  |

|  |
| --- |
| **Tell us about any specific experience or qualifications relevant to the role** |
|  |

|  |  |  |
| --- | --- | --- |
| **References**  *Please provide details of 2 references, one of which should be your most current/ most recent employer:* | | |
| 1. | Full Name: |  |
| Email: |  |
| Work Telephone: |  |
| Your relationship to this referee: |  |
| **2.** | Full Name: |  |
| Email: |  |
| Work Telephone: |  |
| Your relationship to this referee: |  |

|  |
| --- |
| Are you entitled to enter or remain in the UK and undertake the work in question? *You will be required to provide proof of work eligibility* |
| **Yes / No** |

|  |
| --- |
| If you obtained this position, would you continue in any other employment? |
| **Yes / No** |

|  |
| --- |
| Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? |
| **Yes / No** |

|  |
| --- |
| List any criminal convictions other than “spent” convictions. If none, state “None”. *The information provided will be confidential and will be considered only in relation to this application.* |
|  |

|  |
| --- |
| Privacy notice |
| *We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.*  *We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.* |

|  |  |
| --- | --- |
| Declaration  The information I have provided is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated. | |
| **Signature:**  *(Digital is ok)* | **Date:** |

## Please email this form to us \*\*depot\*\*:zedify.co.uk (eg london@zedify.co.uk). Many thanks.