## Zedify_RGB-02

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## Application pack for the post of Cargo Bike Delivery Rider

Dear Applicant,

Many thanks for your enquiry about the above position. Working at Zedify can be enormously rewarding. Our cargo bike riders form the backbone of our business and are dedicated, hardworking and enjoy working outside in all elements.

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 delivery rider

**Pay:** Hourly and salaried position at the [Real Living Wage](https://www.livingwage.org.uk/what-real-living-wage)

## Introduction

Zedify are looking to recruit delivery riders to join our team using electric cargo vehicles. We are looking for friendly and hard-working individuals with a high level of customer care. You will need to be physically fit to do this job love working outdoors in all weathers. We have a range of options available from flexible part-time to full-time salaried roles available.

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.

**The Role**

Zedify are looking for staff to be performing collections and deliveries of parcels and other items.   
  
**Essential criteria - staff 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 - staff must have:**

* Good knowledge of the city, the cycle paths and main business areas
* Good communication, with a friendly manner
* A positive attitude
* A genuine desire to help make our cities better places to be

## Desirable attributes:

* Current first aid certificate
* Basic bike maintenance knowledge
* Bikeability Level 3 qualification

# 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.

## Training

All our riders are required to pass Bikeability Level 3 training as a prerequisite to starting work with us – this must be organised and paid for (if applicable) by yourself.

We provide technical training on the vehicles and other areas at our expense.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:** |  | |

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

## Please answer the following questions:

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| **Explain why being a delivery rider appeals to you.** |
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| **Tell us about your experience of working in all weathers.** |
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| **Tell us about your experience working in a customer facing role.** |
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## Please use the space below to add any other information that you feel is relevant.

|  |
| --- |
| **Further Information** |
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|  |  |  |
| --- | --- | --- |
| **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** |

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

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

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| 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.* |
|  |

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| 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.