



Application for Employment

All information provided by application will be treated as confidential.

Full and accurate details are required. Please answer all questions.

Position applied for :

Full or Part Time

Personal Details

Surname Mr/Mrs/Miss/Ms/Other

First Name (s)

Address

..... Post code :

How many years resident in UK

Telephone (home) (mobile)

Disclosure of Criminal Records/Sanctions

You have to disclose any caution or conviction or other order including “spent convictions”, that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Any information disclosed will be treated in the strictest of confidence.

This includes speeding convictions, but not speed awareness courses.

A caution or conviction will not be an automatic bar to employment (save in the case of sexual offences of any kind) but failure to disclose cautions; convictions or other orders will either act as a bar or will result, if discovered after employment in summary dismissal for gross misconduct.

Subject to the above, have you ever received a caution or conviction of any kind ?

Yes / No

If yes, please give full details including nature of the offence ; date and sanction:

Have you ever appeared in front of the local authority or Traffic Commissioner ? **Yes/No**

If yes, please give full details including the body you appeared before (Local Authority and/or Traffic Commissioner and details of any sanctions imposed:

Criminal Background Checks for drivers will be conducted on acceptance of employment. This will be in the form of an **Enhanced DBS Check and a copy of this must be shared with us**. Failure of a satisfactory result from a conducted check or failure to share a copy of it with us may result in the refusal or termination of employment with the company. Maintaining a satisfactory result will be a condition of employment.

We reserve the right to share information about your criminal record in a secure manner with statutory bodies e.g. local authorities and the police

Please sign to indicate your acceptance of the terms: _____

Right to Work Check

We will carry out a right to work check. If invited to interview we will require you to bring with you your passport or birth certificate or if you are not a British citizen other documents that prove you have a right to work in the UK.

Details can be found in 'An employer's guide to right to work checks ' (from the Home Office, which can be found online). Alternatively call us for advice and assistance on which documents are acceptable.

National Insurance No.....

Driving Licence

Type of driving licence held i.e. HGV/PSV/CAR

.....

Manual or Automatic

Date of passing PSV test

Date of passing Car test

Have you ever been convicted of motoring offence or have a prosecution pending, or sustained a fixed penalty resulting in an endorsement to your licence which is still in force?

Yes/No

If **Yes** provide details in the table below:

Date of offence	Date of Conviction	Offence Code	Penalty Points	If alcohol related state reading in mg/litre	Length of ban	Did accident occur Yes / No	Other details

Have you had any accidents claims or losses in the last five years? **Yes / No**

If **yes** please give details of the date(s) and circumstances and approximate costs involved.

.....

.....

Have you ever been refused motor insurance at normal terms? **Yes / No**

Training

How many hours/days do you have towards your next Driver CPC?

What is the expiry date of your current CPC card?.....

Do you have an NVQ in Passenger Transport? **Yes / No**

If **Yes** please give details

Do you have any relevant qualifications or have you attended any training courses? **Yes / No**

If **Yes** please give details

.....

In your opinion what is the most important thing to being a bus driver?

.....

.....

Please provide any other information which you feel relevant

.....

Medical Details

How would you describe your health?

How many days have you had off sick in the last 12 months?

Do you have any uncorrected defect in vision or hearing?

Do you suffer any physical or mental infirmity or diabetes, epilepsy or heart complaint?

Yes / No

If **Yes** please give details below:

Description of condition	Receiving treatment now Yes/No	Date Diagnosed	DVLA advised? Yes/No

Do you have any disability or impairments which may affect your ability to carry out the job you applied for? **Yes / No**

If **Yes** please give details

.....

Are there any steps which the company could reasonably take to improve your prospects of being able to successfully carry out the job applied for? **Yes / No**

If **Yes** please give details

.....

The company may require you to undertake a medical examination and a drugs screening test as part of the recruitment process.

Employment History

Start with most recent post below:

1. Employers full name.....

Employers Address

.....

Job title/Main duties

Date started Salary/Wage

Date finished or notice period required

Reason for leaving/wanting to leave

2. Employers full name.....

Employers Address

.....

Job title/Main duties

.....

Date started Salary/Wage

Date finished or notice period required

Reason for leaving/wanting to leave

Other employers

Employers name	Date started	Date finished	Job title	Reason for leaving

You should provide details of all of your employers since leaving school. If there are any gaps please explain them here, giving dates and reasons (e.g. looking for work):

References

Please nominate two referees. If you are working at the moment one referee must be you present employer. If you are not currently working with children but have done so in the past, please indicate the name of that last employer as one of your referees. Referees will be asked for information on disciplinary issues, sickness absence etc. Referees will not be accepted from relatives or from people writing solely in the capacity of a friend.

1. Name Company
- Address
- Telephone Position
- E-mail.....
- How do you know this person i.e. Foreman/Supervisor etc?.....

2. Name Company

Address

Telephone Position

E-mail.....

How do you know this person i.e. Foreman/Supervisor etc?.....

What five words would you use to describe yourself?

1.
2.
3.
4.
5.

Equal Opportunities

Monitoring equal opportunities is recommended by the codes of practice for the elimination of discrimination on the grounds of race, sex, marital status or disability. The following information will not be taken into account in assessing your suitability for the job for which you are applying, nor will it be used for any other purpose except equal opportunities monitoring. It is the company's policy to employ the best qualified people and provide equal opportunities for advancement of employees, including promotion and training and not to discriminate against any person because of race, gender, disability, marital status sexual orientation or age.

The company is committed to its equality and diversity policy. Please assist us in complying with this by answering as fully as possible the questions below.

Sex Male / Female.....

Marital Status

Any children (details)

Ethnic Group (please tick) White ... Bangladeshi ... Black Caribbean ...
 Indian ... Pakistani ... Black African ...
 Chinese ... Gypsy or traveller ... Arab ...

 Any other

Religion/Belief – please tick only one

Buddhist..... Jewish..... None.....
Christian..... Muslim..... Other.....
Hindu..... Sikh..... Decline to answer.....

Sexual Orientation

Bisexual..... Lesbian/gay woman..... Gay man.....
Heterosexual..... Other..... Decline to answer.....

Age group of applicant.

18 – 21 21 – 64 Over 65

How did you find out about this job.

Company website..... Newspaper..... Job Centre.....
TM Travel Employee..... Advert on Bus..... Other.....
Please specify.....

Declaration

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.

My name has not been placed on any list which disqualifies me from working with children.

I confirm that I have read the above statements in respect of “Disclosure of Criminal Records/Sanctions” and that I understand the requirements of this position.

Privacy Notice

I consent to the information contained in this form, and any other information received by or on behalf of the company relating to my application, being processed by the company in the administering of the recruitment process and to assist with the prevention and detection of fraud.

Signature..... **Date**.....

If you submit this form electronically, you will be required to sign this declaration if invited to interview.