

Application for Employment

Thank you for considering a career with us. Please think carefully about the completion of this application form. If you are interested in working with people and helping your community we would welcome your application.

(Please complete the form in legible handwriting using black or blue ink)

Tick boxes where appropriate

Position Applied For

Where did you hear of this vacancy?

Please complete all sections of the application form and if more space is required to answer any questions please add additional pages to support your application. We are an equal opportunities employer.

Section 1: Personal Details

Title **Mr** | **Mrs** | **Miss** | **Ms** (delete as necessary)

other (please specify)

Forename

Surname

Address

Postcode

Email address

Mob. Tel

Tel

National Insurance No.

Emergency Contact / Next of kin:

Please provide details of someone we will be able to contact in case of an emergency

Title **Mr** | **Mrs** | **Miss** | **Ms** (delete as necessary)

other (please specify)

Forename

Surname

Address

Postcode

Email address

Mob. Tel

Tel

Relationship to you

Section 2: Employment History

Most recent employer / current employer

Name

Job Title

Address

Postcode

Dates Employed From

Until

Still employed

What did / does your role involve

Current Notice Period (if applicable)

Why did you leave or why are you considering leaving?

Salary, rates of pay (£ per hour)

Please note that we will not contact your present employer without your permission, however, any job offer made will be subject to receipt of references satisfactory to the Company. Please see section 3 for details of referees.

Previous Employment

Please supply details of your employment during the last **5 years**, not including your most recent employer. This should include full postal addresses and ideally a contact number for all employers that you list below. Please include details of **ANY** periods of unemployment or studying, (including the address of where you were claiming benefits or studying).

Please use an extra page for any additional information that will support your application. Any gaps/unaccounted periods in your work history could result in your application being rejected.

Name and Address of Employer	Dates (From and To)	Job Title and Salary	What did you do?	Reason for Leaving (must be completed)

Name and Address of Employer	Dates (From and To)	Job Title and Salary	What did you do?	Reason for Leaving (must be completed)

Previous Employment in the Bus Industry

Have you previously worked for or applied to any other bus or coach company? (Including but not limited to any other Go South Coast or Go-Ahead Group company) Yes No

If yes, please provide details below.

Name of company:

Dates Employed From Until Still employed

Reason for Leaving

Have you previously applied to us for employment? Yes No

If yes when did you apply?

Current Employees of Go-Ahead Group Only

Transfer Agreements exist between the Go-Ahead Group Companies. Please indicate below the name / details of your current Go-Ahead Employer. Current Go-Ahead colleagues will be subject to our normal recruitment process.

Company Name

Company Address

Postcode

Contact Name

Email address Tel

Section 3: References

Please give the name and address of two referees. They should not be related to you and should include, if possible, your most recent/current employer.

	Reference 1	Reference 2
Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Tel	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>

Please note references are requested for all new employees. If a reference contradicts information given by the employee or is, in our opinion, unsatisfactory, the company reserves the right to withdraw an offer of employment, immediately discounting any appropriate notice period.

If one of your referees is your current employer please indicate whether we may contact prior to a job offer being made - Yes No

Section 4: Education & Training History

Please give details of your formal education and training

School / College / University	Dates (From and To)	Qualification(s) attained
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5: Background

Please provide us with some additional information regarding your background. (Hobbies, Leisure Activities, including any voluntary work).

Other work - If offered a position will you continue to work in any other Company / Organisation including voluntary work? Yes No

If yes please provide details below (the Company needs to ensure that any other work does not interfere with your permanent job and the Working Time Directive)

Section 6: Relevant Skills, Knowledge and Experience

Please demonstrate how you feel you meet the requirements of the job (outlined in the enclosed literature) by describing any relevant knowledge, qualifications, skills and experiences; either from your current role or previous roles, or from other relevant situations such as activities outside of work.

Please explain why you would like to join our company.

In your view, what makes the ideal employee?

Do you consider yourself to have excellent customer service skills? If yes, please explain why.

Please explain what you consider excellent customer service to be?

Section 7: Working and UK Eligibility

Are you eligible to take up full time permanent employment in the United Kingdom?

Yes No (If no, your application will not be processed any further)

Do you presently require a Visa or Work Permit to take up employment in the United Kingdom?

Yes No

If yes, what type of Visa or Work Permit do you have and are there any restrictions?

When does the current Visa or Work Permit expire?

Please enclose a copy of the Visa or Work Permit with your application, you will also be required to bring your passport, Visa or birth certificate with you for checking at interview.

Any false information provided or an application for employment made by individuals without legal entitlement to work in the UK will be passed to the relevant enforcement agency.

Section 8: Driving Licence details

Please note it is Company policy to only accept applications from individuals holding a UK driving licence issued by the DVLA

Have you exchanged a foreign driving licence for a UK one? Yes No If yes when?

UK Driving Licence Number

How long have you held a full UK car driving licence? Years Months

Licence entitlements grid. Please complete the grid below ticking the relevant boxes.

Category	Automatic	Manual
B (Car)	<input type="checkbox"/>	<input type="checkbox"/>
C (LGV)	<input type="checkbox"/>	<input type="checkbox"/>
D (PCV)	<input type="checkbox"/>	<input type="checkbox"/>

Date Category B (Car) test was passed:

Date Category D (PCV) test was passed: (if applicable)

If you already hold a Category D (PCV) licence please state which organisation provided your PCV training. Please give details of the types of vehicle driven and for which company.

Please provide full details of any endorsements or fixed penalties. You must declare any pending convictions/ court appearances/ driver awareness courses.

Date of conviction	Offence (inc code)	Date of offence	Fine	Disqualification period	Points
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has your PCV or Car Driving Licence ever been refused or revoked? Yes No

If yes state the date, by whom and the reason.

If you hold your PCV licence, have you completed the Driver Certificate of Professional Competence (CPC)? Yes No

If yes, please state the dates, certificate numbers and the names of the test centre for each seven hour period of periodic training.

If currently training for the CPC, state how many hours training you have completed, the dates, and the name of the training centres.

Have you been involved in any road traffic incidents within the last two years (whether personally or whilst working)? Yes No

If yes, how many have you been involved in and what was the background to these?

Please enclose copies of both parts of your driving licence and Driver Qualification Card (DQC) with your application.

Section 9: Security Declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence other than motoring, or bound over to keep the peace? Yes No

If yes, please provide details of any unspent convictions (spent convictions within the meaning of Rehabilitation of Offenders Act 1974 do not need to be disclosed). Please note all employees are required to undertake a Disclosure Baring Service (DBS) check as a condition of employment. Should this be unsatisfactory or result in one of our contractors refusing clearance it may result in the offer of employment being withdrawn.

Section 10: Data Protection Act 1998

I hereby give my explicit consent to Go South Coast to use the information provided in the application form electronically for recruitment and selection purposes and statistical and audit purposes only. The Company will ensure that the personal information submitted as part of the application will be stored or disposed of securely. Access to confidential information contained in this document will be restricted to those involved in the recruitment and selection process.

By signing below you give your consent for the company to hold and process this information:

Signed:

Print Name:

Section 11: Equality Act 2010 / Disability Discrimination Act

This Act defines a person as having a disability if he/she has a 'physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'.

Do you have such a disability Yes No

If yes do you require any particular arrangements for interview, or special adjustments to enable you to carry out this post? Please give details:

Section 12: Declaration

All employment is subject to satisfactory references, medical examination, DBS clearance, signing a contract of employment and a period of probation determined by the Company. Please note that as a condition of employment you will be required to sign a Training Indemnity Bond (should you not already hold a PCV licence) and a CPC Training Bond to cover ongoing periodic training.

I confirm that the information in this application form is correct to the best of my knowledge. I understand that any false declaration or misleading information is liable to lead to an offer of employment being withdrawn or employment being immediately terminated. I understand that if I fail to correctly complete the application form or fail to supply the required information it is liable to result in my application being rejected.

I confirm that I am eligible for full time permanent employment in the United Kingdom. I understand that fraudulent applications by individuals without the legal entitlement to work in the United Kingdom will be reported to the relevant enforcement agency.

Signed:

Print name:

Date: