

Private and Confidential Application for Employment

your **bus**

Application form must be completed in BLACK INK and in applicants own handwriting.

Please answer all of the questions.

Please read the **guidance notes** for applicants included with this form before you fill it out. If there is not enough space on this form, please write on another piece of paper and send it with your form.

Job applied for Location(s)

How did you hear about the vacancy? (please specify which publication if applicable)

1. PERSONAL DETAILS

Marital Status: Married Civil Partnership Co-habiting Divorced Widowed Single

Title: Mr Mrs Ms Other

Address:

Surname:

First name(s):

Name you wish to be known by:

Postcode:

Home Telephone:

Work Telephone:

Mobile Telephone:

Email:

Driver applicants only to answer questions within this box - see guidance notes for details

Age: 18+ 21+ 64.5+ Height Weight

Are you a member of Her Majesty's reserve or territorial forces? Yes No Tick as applicable

Are you an EU Citizen? Yes No Tick as applicable

For Non EU Citizens only:

Are there any restrictions on your leave to remain in the UK? Yes No Tick as applicable

If Yes, what is the expiry date? / /

Are there any restrictions on your right to work in the UK? Yes No Tick as applicable

If Yes, please give details

You will be required to provide a valid work permit or other evidence of your right to work in the UK.

2. ADDITIONAL INFORMATION

Have you worked for yourbus or any other bus company before? Yes No Tick as applicable

If Yes, please give details

Have you applied to yourbus for a job before? Yes No Tick as applicable

If Yes, please give details

3. LICENCES

Driving licence entitlement: Tick as applicable.

Car PCV(prov.) PCV(Auto) PCV (Full) HGV Forklift Truck

Endorsements: Yes No Tick as applicable No of points (complete if applicable)

Endorsements code

Have you ever been disqualified from holding a licence? Yes No Tick as applicable

For PCV licence holders only (required for "Driver Certificate of professional competence" reasons)

Date PCV licence issued / / Hours of Driver CPC training completed since licence issued

What was the training you received?

(From 10/09/08 all PCV licence holders are required to attend 35 hours DCPC training over a 5 year period).

Please enclose a photocopy of both parts of your licence with your application form.

4. CAREER / WORK DETAILS

You need only give us details of your previous employment that you feel is relevant to the job you are applying for.

Present or Last Employment:

Company Name:
Position / Responsibilities:

Dates From / To:
Reason for leaving:

What period of notice are you required to give your present employer?

Previous Employment:

Company	Position/Responsibilities	Dates From / To	Reason for leaving
		/	
		/	
		/	
		/	

5. WHY DO YOU WANT TO WORK FOR yourbus?

Please tell us why you wish to work for yourbus and what skills and abilities do you have that may help you in this job.

6. ABOUT YOUR HEALTH

Do you have a disability or condition which could affect your ability to do this job?

Yes No Tick as applicable

If Yes, please specify

Are there any special arrangements or adjustments that we need to make should you be invited for an interview or offered this job?

7. EDUCATION AND TRAINING

You need only give us details of your education and training that you feel is relevant to the job you are applying for. Please give details of your full and / or part time education from the age of 11 years.

Qualifications / Courses	Results / Grade	School / College / Organisation
<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"/>

Do you have an NVQ Level 2 Certificate?

Yes No Tick as applicable

If No, Would you be prepared to further your training?
(e.g. NVQ, Day Release)

Yes No Tick as applicable

8. CONVICTIONS AND MOTOR OFFENCES

Apart from offences that are "spent" under the terms of the Rehabilitation of Offenders Act 1974, (Please see guidance notes for details) please answer the following questions:

SECTION A (for all driving roles you must also fill out section B)

Have you ever been convicted of a criminal offence? Yes No Tick as applicable

If Yes, please give details

Have you ever been convicted of a motoring offence?
(excluding parking offences)

Yes No Tick as applicable

If Yes, please give details

Are you currently involved in proceeding which may lead to a conviction? Yes No Tick as applicable

If Yes, please give details

SECTION B

Applicants for all bus driver positions must complete this section. As your job will involve driving a bus with children or vulnerable adults (or accompanying children or vulnerable adults) you must tell us about all criminal convictions, (spent or unspent) below:

Please Note: If you are offered this job, a criminal record disclosure report will be requested from the Criminal Records Bureau / CAPITA. Having a criminal record will not necessarily prevent you from being offered the job, but failing to disclose a relevant conviction will be deemed to be an act of gross misconduct.

9. SUPPLEMENTARY INFORMATION

Please tell us about any hobbies and interests you have, membership of clubs, voluntary work or other responsibilities you consider relevant to the job you are applying for:

10. REFERENCES

Offers of employment are subject to receipt of two satisfactory written references. Please provide details below for two referees, one of which must be your present or most recent employer, job centre contact or academic (school teacher or college tutor) reference, if more appropriate. We may also contact previous employers mentioned on this application form.

If you do not want us to contact previous employers, please tick this box

Reference 1. Name: _____
Company: _____
Address: _____

Telephone: _____
Email: _____

Reference 2. Name: _____
Company: _____
Address: _____

Telephone: _____
Email: _____

What is your connection with this person?

What is your connection with this person?

May we approach this referee prior to making a job offer?

Yes No Tick as applicable

May we approach this referee prior to making a job offer?

Yes No Tick as applicable

I declare that the information given by me on this form is correct in every detail

I am aware that failure to disclose facts or information relevant to the job may result in my employment being terminated

Applicants signature

Date

/ /

COMPANY USE ONLY

Date received application form / /

Date references applied for / /

Invite for interview? Yes No

Reference 1 received? Yes Date

Name

Reference 2 received? Yes Date

If no, give reason:

Interview date / /

Date/time of driving assessment / / :

Interviewer name

Assessor name

Interview successful? Yes No

Driving assessment result: Pass Fail

Reason for decision:

Start date / /

Date offer letter sent / /

Location

Training dept. notified for induction: Yes Date

Signed contract received? Yes Date

Equal Opportunities form received? Yes No

Signed

Print Date / /

EQUAL OPPORTUNITIES

The information you give us on this form will not be used in the decisions we make about who we choose to interview, during the interview or job offer processes. These questions are recommended by various organisations and advisory bodies to make sure that we treat everyone fairly and equally.

If you want to opt out of giving us this information please tick box

This form is confidential and will be kept separately from your application form.

Name Gender: Male Female

Date of Birth

Do you consider yourself to have a disability? Yes No Tick as applicable

If Yes, what is the nature of your disability?

The Disability Discrimination Act defines disability as "A physical or mental impairment, which has a substantial and long-term effect on the person's ability to carry out normal day to day activities".

Nationality

I would describe my ethnic origin as:

White

British European Any other White background

Mixed

White Asian White & Black Caribbean White & Black African Any other Mixed background

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background

Black or Black British

Caribbean African Any other Black background

Chinese or other ethnic group

Chinese Other Ethnic Group

Is English your first Language? Yes No Tick as applicable

If No, what is your first language?

Do you have responsibility for dependants? Yes No Tick as applicable

(Dependants relate to children or elderly or other persons for whom you are the main carer).

Sexual Orientation:

Hetrosexual Gay Lesbian Bisexual No Declaration

Religion:

How did you become aware of this vacancy?

Position applied for

Location Date of Application

GUIDANCE NOTES FOR APPLICANTS

This application form plays an important part in deciding whether you will be offered a interview for the job you are applying for. If you are selected it will also be used during the interview itself. It is vital that you complete this form as fully and as accurately as possible.

The following advice is to help you to complete the application form. All information you give is confidential. If there is not enough space on this form, please write on a separate sheet of paper and send it with this form. Read the application form and any other details you are given carefully. We may not always be able to offer you a role at the location you prefer. If you are able to work in any of our other locations, please let us know.

THE ADVERTISEMENT OR JOB DESCRIPTION

Either of these will tell you what skills, abilities, knowledge and experience we are looking for.

SECTION 1 - PERSONAL DETAILS

Only driver applicants are required to answer the question asking for your age. If you are NOT applying for a driving job please do not answer this question. We have to ask potential drivers for their age as there are DVLA rules limiting the ages of people who can drive a bus. There are also restrictions on height and weight due to vehicle specifications. These restrictions will be explained to you fully at your interview, if you have access to the internet you can read more about DVLA restrictions at <http://www.direct.gov.uk/en/Motoring/index.htm>

SECTION 5 - WHY DO YOU WANT TO WORK FOR yourbus?

This is the most important section. It is a good idea to write down all of your ideas on a sheet of paper before completing this section of the application form. Tell us about your skills, abilities and knowledge you have to do the job as fully as you can. Don't forget to tell us about any unpaid work you have done, or are doing, including work within the community or skills acquired in running a home and /or organising a family, if this has been a major part of your life.

SECTION 8 - CONVICTIONS AND MOTORING OFFENCES

PLEASE NOTE: If you are applying for a position as a Bus Driver, we currently only accept applications from fully qualified PCV Category D Licence holders. **Please enclose a photocopy of both parts of your driving licence with your application.**

For non driving roles you do not need to tell us about "spent convictions". A conviction is "spent" once a period of time has passed since the conviction. See the table below.

SENTENCE	Rehabilitation period after which conviction is spent
Civilian Convictions	
A sentence of imprisonment (or youth custody) for more than 6 months, but not more than 30 months	Ten Years
A sentence of imprisonment (or youth custody) for a term not exceeding 6 months	Seven Years
A fine or any other sentence subject to rehabilitation under Act, for example community service	Five Years
Service Convictions	
A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty's Service	Ten Years
A sentence of dismissal from Her Majesty Service	Seven Years
Any sentence of detention in respect of a conviction in service disciplinary proceedings	Five Years

The rehabilitation periods stated above are cut in half where the person was under 18 years of age at the time of his or her conviction.

EXCLUSIONS:

Certain sentences are excluded from rehabilitation under the Act (Rehabilitation of Offenders Act 1974, Section 5) including:

- A sentence of life imprisonment
- A sentence of preventive detention
- A sentence of imprisonment, youth custody or corrective training for a term exceeding 30 months

DATA PROTECTION ACT

yourbus is committed to complying with the Data Protection Act 1998. The information contained in this form may be held on our computer database for future reference and monitoring purposes by yourbus.

EQUAL OPPORTUNITIES

yourbus is an Equal Opportunity Employer. Applications are welcomed from all people with relevant skills and abilities for the job. To help us monitor our Equal Opportunities responsibilities please ensure you complete the Equal Opportunities form.



PLEASE RETURN COMPLETED FORM TO:

yourbus, Heanor Depot, Heanor Gate Industrial Estate,
Heanor Gate Road, Heanor, Derbyshire, DE75 7RJ.

Tel: 01773 714 013 Fax: 01773 713 257

UPDATED JULY 2011