



Application for Employment

Please answer all questions in full, in your own handwriting (BLOCK CAPITALS) and preferably in black ink. Applications which are not completed in full will not be processed.

| | |
|----------------------|----------|
| Position applied for | Location |
|----------------------|----------|

Have you ever applied for employment or worked for Seven Sisters Bus & Coach? Yes No

Have you ever applied for employment or worked for any other bus company in Sussex? Yes No

If so, please state where, when and in what capacity

PERSONAL INFORMATION

| | | |
|-------|---------|-----------------------|
| Title | Surname | Forenames/Given Names |
|-------|---------|-----------------------|

| | |
|-----------------|-------------|
| Previous Name/s | N.I. Number |
|-----------------|-------------|

| | |
|--------------|----------|
| Home Address | Postcode |
| | Email |

| | | |
|---------------|-----------------|--------------------------------|
| Home Tel. No. | Mobile Tel. No. | Work Tel. No. (if contactable) |
|---------------|-----------------|--------------------------------|

DRIVER LICENCE INFORMATION

| | |
|---|--|
| Do you hold: A current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', date passed test <input type="text"/> Expiry date <input type="text"/> DRIVER NO: <input type="text"/> Licence type <input type="checkbox"/> UK/EEC <input type="checkbox"/> International <input type="checkbox"/> Other, please specify <input type="text"/> Expiry date <input type="text"/> How long have you been driving continuously in the UK on a full valid licence: <input type="text"/> | UK PCV Entitlement? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', date passed test <input type="text"/> Expiry date <input type="text"/> Provisional PCV Entitlement? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', date passed test <input type="text"/> Expiry date <input type="text"/> If you are a PCV licence holder, please provide details of where PCV training was undertaken <input type="text"/> |
|---|--|

For office use only

| |
|---|
| Application number: |
| Date received: |
| Application form checked by |
| Signature <input type="text"/> Date <input type="text"/> |
| Suitable for interview <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No', reason: <input type="text"/> |
| Letter of interview offer sent: |

| |
|---|
| Interview arranged with: |
| at <input type="text"/> (depot) |
| on <input type="text"/> (date) |
| at <input type="text"/> (am/pm) |
| English test <input type="checkbox"/> Maths test <input type="checkbox"/> Driving assessment <input type="checkbox"/> |
| References checked <input type="checkbox"/> |
| Start date: <input type="text"/> |

DRIVER LICENCE INFORMATION

Are there any endorsements on your licence? Yes No If 'Yes, please provide details

Date of offence Convictions Penalty or No. of points Code

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Are you subject to any pending motoring offences? Yes No If 'Yes, please provide details

Date of offence Notice of offence

Have you ever been refused a licence or an entitlement? Yes No

Have you ever had your licence revoked or taken away? Yes No

If yes, on what grounds:

Please give details of any road accidents, blameworthy or otherwise, in which you have been involved in the last five years (include dates and details)

CONVICTIONS AND LEGAL PROCEEDINGS

With the exception of offences which are "spent" under the terms of the "Rehabilitation of Offenders Act 1974", enter the exact details of any criminal or court martial convictions. Please enter details of any outstanding Summons or Prosecution. before answering the question you should note that if you have failed to give relevant particulars or should you give false particulars you will not be considered for employment or, if already engaged, you will be liable to instant dismissal. If you have no convictions or outstanding summonses write "none". Seven Sisters has a contractual requirement with some local authorities to operate school services on their behalf which are exempt from the "Rehabilitation of Offenders Act 1974" (ROA). As a result, a Criminal Records Bureau (CRB) check will be undertaken in these locations prior to the commencement of employment. If short listed, applicants may therefore be asked to complete a disclosure form. Full guidance notes will be issued. Any information disclosed will be kept in strictest confidence and will only be used when considering your suitability for the post that you have applied for. The CRB have produced a Code of Practice, which Seven Sisters adheres to. Should you wish to view the Code it is available on the CRB website, or alternatively, a copy can be made available to you upon request. A criminal record will not necessarily prevent you obtaining the position.

| Date of Offence | Date of Conviction | Nature of Offence | Sentence or Court Order |
|-----------------|--------------------|-------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Would you object to a background check to ascertain "unspent convictions?" Yes No

GENERAL EDUCATION AND TRAINING

Please include any full/part time courses, including apprenticeships, correspondence and vocational qualifications.

EDUCATION AND TRAINING

| Subjects studied/course title | Qualification achieved | Grade | Dates of Course From | Dates of Course To |
|-------------------------------|------------------------|-------|----------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |

EMPLOYMENT DETAILS

Please include details of present or most recent employment and all employment over the **last seven years**, as well as all previous PCV operation employment. Include any periods of voluntary work, caring, homemaking or unemployment in this section, with dates. References will be sought from previous employers.

CURRENT OR MOST RECENT

| Name and address of employer | Job held and duties | Salary | Dates Started and Finished | Reason for leaving |
|------------------------------|---------------------|--------|----------------------------|--------------------|
| | | | | |
| Name and title of supervisor | | | | |

PREVIOUS EMPLOYMENT

If you have had more than four employers in the **last seven years**, use additional sheets of paper giving details and attach to the application form.

| Name and address of employer | Job held and duties | Salary | Dates Started and Finished | Reason for leaving |
|------------------------------|---------------------|--------|----------------------------|--------------------|
| | | | | |
| Name and title of supervisor | | | | |

| Name and address of employer | Job held and duties | Salary | Dates Started and Finished | Reason for leaving |
|------------------------------|---------------------|--------|----------------------------|--------------------|
| | | | | |
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|------------------------------|---------------------|--------|----------------------------|--------------------|
| | | | | |
| Name and title of supervisor | | | | |

What length of notice will you be required to give to your present employer?

On what date could you begin employment with Seven Sisters?

VOCATIONAL QUALIFICATIONS & OTHER SKILLS

Please give details of any other skills/qualifications (for example fork lift truck accredited licence, first aid certificate etc).

FURTHER INFORMATION

Please use this space for additional information and/or outline the reasons you would like to work for Seven Sisters Bus & Coach. You should also use this space to give any relevant information, which may have a bearing on your suitability to be a PCV driver. You may like to include details of any experience of dealing with members of the public, handling cash, hobbies and interests, including memberships of clubs and societies and any personal achievements you are proud of. (Please use an additional sheet of paper if required and attach to the application form).

How did you hear about this vacancy? _____

REFERENCES

WE WILL REQUEST REFERENCES FROM PREVIOUS EMPLOYERS, HOWEVER, IF YOU HAVE BEEN SELF-EMPLOYED PLEASE GIVE DETAILS OF YOUR ACCOUNTANT (S) IN THE SPACE (S) PROVIDED BELOW.

Name of accountant:

Title/position:

Company name:

Address:

Tel. Number:

Name of accountant:

Title/position:

Company name:

Address:

Tel. Number:

At this stage do we have permission to contact your referees? Yes No

If 'NO', Please indicate when it would be acceptable (eg, on provisional offer of job):

DECLARATION AND VALIDITY

I declare that the information provided on this application form is, to my knowledge true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be discharged from employment. With the exception of offences, which are "spent" under the terms of the "Rehabilitation of Offenders Act 1974", I have included details of criminal or court martial convictions including driving convictions. I understand that it may be necessary, at some locations, to undergo a Criminal Records Bureau check, which will ask exempted questions under the "Rehabilitation of Offenders Act 1974" and will show offences that are "spent" under the act. I agree to a pre-employment medical examination, eyesight and drugs testing in line with procedure, and acknowledge that if I fail either of these tests my employment will be terminated. I am legally entitled to take paid employment in the United Kingdom. I consent to seeking references from previous employers.

Signature of applicant:

Date:

THANK YOU FOR COMPLETING THIS APPLICATION. YOU ARE ASSURED THAT IT WILL BE TREATED IN THE STRICTEST CONFIDENCE.