



For office use only
Unique Identification Number

APPLICATION FOR EMPLOYMENT

Position applied for

Application Date

1. Personal Details

Name:

Address
Post Code

N.I Number

2. Contact Details (Please tick your preferred method of contact)

Email	<input type="checkbox"/>	<input type="checkbox"/>
Telephone: Home	<input type="checkbox"/>	<input type="checkbox"/>
Telephone: Work	<input type="checkbox"/>	<input type="checkbox"/>
Telephone: Mobile	<input type="checkbox"/>	<input type="checkbox"/>

3. General

Driving Licence Details to be supplied if position involves driving

Please tick appropriate boxes

LGV	full	<input type="checkbox"/>	provisional	<input type="checkbox"/>
PCV	full	<input type="checkbox"/>	provisional	<input type="checkbox"/>
CAR	full manual licence only			<input type="checkbox"/>

(A minimum age of 18 years of age applies to PCV drivers)

4. Interview

Any adjustments required in order to attend an interview?

If Yes, please state here

5. References

Please supply full names and addresses including postcode

Current employer (please state if unemployed)

Name 1.
Address

Most recent previous employer

Name 2.
Address

Any job offer will be subject to suitable references and any other enquiries we may make.

**COMPETENCY APPLICATION FORM
RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE**

Essential criteria for this position: (Employer to complete)

(Employer note: Any specific qualifications must be relevant to the position and must not be discriminatory, particularly with regard to length of experience.)

Minimum PCV driving age of 18 years
Full manual car licence essential
Driving licence held less than 2 years: No penalty points accepted
Driving licence held 2 years +: Maximum 6 points will be considered
No history of drink / drug / dangerous driving offences
Good customer care skills
Smart appearance
Cash handling requires good numeracy skills
Willing to work shifts, weekends, bank holidays as rostered

(Applicant to complete)

Please demonstrate how you feel you could meet the above criteria, by describing any relevant knowledge, skills and experiences from your current or previous roles or from other relevant situations (such as activities outside work)

Current employees of Go-Ahead Group only

You will be aware that transfer agreements exist between the various Go-Ahead Group companies. Please indicate below, the name / details of your current Go Ahead Employer. Please note that Go Ahead colleagues will have to submit to our normal recruitment process.

Company Name:

Company Address:

Contact Name or Department

Please Note: Whilst we have every confidence in our staff, this application form is designed to avoid any possibility of unfair discrimination. Applicants should avoid enclosing CV's unless specifically invited to do so at a subsequent interview. You are advised that enclosing uninvited documentation of any description will result in automatic rejection of the application.

EQUAL OPPORTUNITIES MONITORING

This page will be separated from your application and used solely for monitoring purposes.

Brighton & Hove Bus & Coach Company recognises the benefits of a diverse workforce and is committed to treating all employees equally regardless of race, gender, disability, religion, belief, sexual orientation or age. Applications are welcomed from all sections of the community.

White:

British

Irish

Other

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Mixed:

White or Black Caribbean

White/Black African

White & Asian

Other

Black or Black British:

Caribbean

African

Other

Chinese or Other Ethnic Group:

Chinese

Other

* Please specify
"other"

Gender:

Please specify

Date of Birth:

Do you consider you have a disability:

YES/NO

If yes, please state 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 ability to carry out normal day-to-day activities".

How did you become aware of this vacancy?

Normal Newspaper advertisement

Local free paper advertisement

Job Centre

Other (please state)

Dear Applicant.

In order to comply with the Data Protection Act 1998, please could you complete this disclaimer giving your permission for a previous employer to provide a reference.

PLEASE ENSURE THAT YOU SEND THIS FORM BACK TO US WITH YOUR APPLICATION

Section 1 – Your Details

Name: _____

Address: _____

DOB: _____

NI Number: _____

Type of enquiry: **Job reference**

Section 2 – Consent

I confirm that I give you permission, as a previous employer to disclose information relevant to my employment record with you to Brighton & Hove Bus and Coach Company:

Name: _____

Signed: _____

Date: _____

EMPLOYMENT HISTORY

NAME.....

Please list your full employment history for the last five years, starting with the most recent. Please give full postal addresses of employers. Include any spells of unemployment/voluntary work etc.

Name & Address of Employer	Dates From To	Position Held	Leaving salary	Reason for leaving

I confirm that the above information is accurate to the best of my knowledge. I understand that any false information or deliberate omissions will disqualify me from employment, or may render me liable to dismissal.

Signed.....Date.....