

Application for Employment



Please complete the application in black ink as this form may be photocopied.

This application is our first chance to get to know what you're like and how well you would fit in with the Organisation. Please fill in the form thoroughly and legibly.

Unfortunately, we may have to reject forms that are not correctly or fully completed, or are not written legibly.

PERSONAL DETAILS																																	
Ref No: <input type="text"/>	Preferred Location: <input type="text"/>																																
Position: (please tick) PCV <input type="checkbox"/> Trainee <input type="checkbox"/> Other <input type="checkbox"/>																																	
Title: (please tick) Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>																																	
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Have you ever applied for employment or worked for Abellio or any of its subsidiary companies (National Express, Travel London, Connex, Limebourne, Tellings Golden Miller)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state when, where and job title(s) <div><input type="text"/></div>																																	
Have you ever applied for or worked for any other bus company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state when, where and job title(s) <div><input type="text"/></div>																																	

DRIVING LICENCE INFORMATION

Do you hold a full driving licence 'Cat B'? (please tick)

Yes ☐

No ☐

(please tick)

Manual ☐

Automatic ☐

If yes date passed test

d d m m y y

Expiry Date

d d m m y y

Do you hold a PCV 'Cat D'? (please tick)

Yes ☐

No ☐

(please tick)

Manual ☐

Automatic ☐

If yes date passed test

d d m m y y

Expiry Date

d d m m y y

Please provide details of where PCV training and test was taken?

Do you have any endorsements on your driving licence? (please tick)

Yes ☐

No ☐

If yes, how many current penalty points are on your licence points

Have you been disqualified from driving in the last five years? (please tick)

Yes ☐

No ☐

If yes please provide details:

CONVICTIONS

Please give details of any convictions, unless they are regarded as 'spent' as defined by the rehabilitation of offenders Act 1974. Please include the date, place and offence as well as the sentence order.

Please put 'not applicable' in the box if this section doesn't apply to you.

WORK PERMIT

Do you need a work permit to work in the UK? (please tick)

Yes ☐

No ☐

If yes please provide details:

You will be required to provide original documents

EMPLOYMENT HISTORY

Please complete details covering the last ten years of employment starting with the most current or last employer including the Bus/Transport Industry. Please explain any periods of unemployed or gaps in employment if applicable.

Company Name									
Address									
	Postcode <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Date From	Date To								
Job Title									
Salary									
Reason for leaving									

Company Name									
Address									
	Postcode <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
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Date From	Date To								
Job Title									
Salary									
Reason for leaving									

Please feel free to continue on a separate piece of paper.

REFERENCE DETAILS

Please provide full details of two referees, they should be your most current or last employer(s).

Name of Employer
Address
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone
Fax
Email

Name of Employer
Address
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone
Fax
Email

EDUCATION DETAILS

Name and Full Address of School / College / University	
Date From	Date To
Course Title	
Qualifications Gained	

Name and Full Address of School / College / University	
Date From	Date To
Course Title	
Qualifications Gained	

Name and Full Address of School / College / University	
Date From	Date To
Course Title	
Qualifications Gained	

PROFESSIONAL QUALIFICATIONS

Do you hold a BTEC Certificate? (please tick)

Yes ☐

No ☐

Certificate Number

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d d m m y y

Have you completed any CPC periodic training? (please tick)

Yes ☐

No ☐

If yes how many hours have you completed?

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 hours

Drivers Qualification Card Number

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Please provide copies of the following if applicable:

• Driver Qualification Card • BTEC Certificate • NVQ Certificate • CPC Certificate(s)

PERSONAL STATEMENT

Our Aims

- To provide the best possible service to our Customers
- To provide our staff with secure, rewarding employment
- To be successful, profitable company with a long term future

Please use the space below to explain how our aims, your skills and attributes match those on the job description. Include any further information to support your application for employment with our Company.

Please feel free to continue on a separate piece of paper.

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Please give the date you would be available to start employment in the event of your application being successful:

Please provide details of any holiday's dates that are confirmed:

Whilst we will try to ensure that we accommodate any dates already confirmed, they are also subjective to Local Management authorisation.

RECRUITMENT MONITORING

ETHNICITY: (please tick one box)

- | | |
|--------------------------|--------------------------|
| 1. White | <input type="checkbox"/> |
| 2. Mixed Race | <input type="checkbox"/> |
| 3. Asian / Asian British | <input type="checkbox"/> |
| 4. Black / Black British | <input type="checkbox"/> |
| 5. Chinese or Other | <input type="checkbox"/> |
| 6. Other | <input type="checkbox"/> |

Please provide details about how you heard about this vacancy?

Please tick box

Please state which one?

Newspaper ☐

Radio Station ☐

Job Centre ☐

Abellio Website ☐

Internet Search ☐

Friend ☐

Other (please state) ☐

DECLARATION

I declare that the information I have given is accurate and true and that I have not omitted any facts which may have a bearing upon my application. I understand that a false declaration which results in my appointment to the Company will render me liable to disciplinary action, including dismissal without notice.

Please tick:

☐

Date