



**PRIVATE AND CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

1. Position applied for

2. Personal Details (Please complete this section in capitals)

Forename  Surname

3. Your Contact Details (including codes). Please tick your preferred method of contact

Address

National Insurance No	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>

4. Are there any restrictions on you taking up employment in the UK? Yes  No

If Yes, please explain.....

**5. Interview**

Are there any adjustments that may be required to be made should you be invited to interview? **Yes/No**. If yes, please state below. (For example the Drivers' computer theory test can be done on an audio format and up to 25% extra time given for the maths test)

**6. Employment Details** Please list below your present and past employment for the last 5 years beginning with your current or most recent job. Explain any employment gaps. **Please continue on a separate sheet if necessary.**

Name and Address of Employer	Dates (From -To)	Job Title, Salary
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		

**Give details of any previous applications or employment with Oxford Bus Company, Thames Travel (Wallingford), Carousel Buses, City Sightseeing Oxford or any other Go-Ahead Group Operating Company**

Dates	Job Title	Reason for leaving

**7. Driving Licences**

Please tick to indicate the licences you hold.

<b>PCV</b>	manual		automatic		provisional	
<b>D1</b>	manual		automatic			
<b>Car</b>	manual					

**Date manual**

**car licence held since:** .....

**(a)** Please give full particulars of any endorsements. Continue of a separate sheet if necessary.

**(b)** Has any PCV or Driving Licence been refused or revoked?

**Yes/No**

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

**(c)** Have you completed the Certificate of Professional Competence (CPC)? **Yes/No**

If yes, please state the date, certificate number and the name of the test centre.

(d) If currently training for the CPC, state how many hours training you have completed, the dates, and the name of the training centre

(e) Do you hold a Driver Qualification Card (DQC)?  
Yes/No

**8. Security Declaration**

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

(Spent convictions within the meaning of the Rehabilitation of Offenders Act 1974 as revised 2014 need not be disclosed)

If yes, please give details

Date	Offence	Court	Sentence or Order

**9. How did you become aware of this vacancy?**

Normal newspaper advertisement **Yes/No** Local free paper advertisement

Jobcentre **Yes/No** Website (Please specify)  
.....

Radio **Yes/No** Other (Please state)

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**10. Declaration and Consent (Please read this carefully before signing this application)**

a) I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

b) I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

c) The information provided on this application form is protected by data legislation and will be used for the purposes of processing your application and statistical and audit purposes. By signing below you give your consent for the company to process this information.

Signed: ..... Date: .....