



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		
Have you ever applied for employment or worked for any other bus company in the area	YES	NO
If so, please state where, when and what capacity		

PERSONAL INFORMATION		
Title	Surname	Forenames / Given names
Previous Names		N.I. Number
Home address		
Home Tel No.	Mobile Tel No.	Work Tel No. (if contactable)

DRIVER LICENCE INFORMATION		
Do you hold: A current driving licence?	Yes No	If you are a PCV licence holder, please provide details of where PCV training was undertaken:
If yes, date passed test	Expiry date:	
DRIVER NO: ____/____/____		A certificate of Professional Competence:
		Yes No Partial
Licence type: UK/EEC	International	Other
If other please specify		Expiry date:
How long have you been driving continuously in the UK on a valid licence:		If "partial" please provide details of where training was undertaken:
UK PCV Entitlement:	Yes No	Course reference:
If yes date passed test:	Expiry date:	

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 provide details:	
Have you ever been refused a licence or an entitlement: Yes: No		If Yes provide details:	
Have you ever had your licence revoked or taken away: Yes: No		If Yes provide details:	
Please give details of any road accidents, blameworthy or otherwise, in which you have been involved in the past 5 years:			

CONVICTIONS AND LEGAL PROCEEDINGS			
<p>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". Go-coach hire 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. You may be asked to complete a disclosure form and guidance notes will be issued. A criminal record will not necessarily prevent you obtaining the position.</p>			
Date of Offence	Date of Conviction	Nature of Offence	Sentence or Court Order

GENERAL EDUCATION AND TRAINING

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

Subjects studied / course title	Qualification achieved	Grade

EMPLOYMENT DETAILS

Please include details of present or most recent employment and all employment over the last seven years, as well as previous PCV operation employment. Include 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 application form.

Name and address of employer	Job Held and duties	Salary	Dates started and finished	Reason for leaving
Name and title of supervisor				

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

On what date could you begin employment with go?

CPC TRAINING, VOCATIONAL QUALIFICATIONS AND OTHER SKILLS

Please provide details of all CPC training

Course reference	Date(s)	No. of hours	Course reference	Date(s)	No. of hours
1			4		
2			5		
3			6		

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

FURTHER INFORMATION

Please use this space for additional information and/or to outline the reasons you would like to work for go. You should use this space to give any relevant information on your suitability for the job. You may like to include details of any experience you have 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 necessary 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 referee or accountant	Name of referee or accountant
Title / Position	Title / Position
Company Name	Company Name
Address	Address
Tel No.	Tel No.
At this stage do we have your permission to contact your referees?	Yes No
If "No" please indicate when it would be acceptable (eg on provisional offer of a 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 go. I am legally entitled to take paid employment in the United Kingdom. I consent to go seeking references from my previous employer and contacting the DSA to validate my Certificate of Professional Competence (CPC)

Signature of applicant	Date
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For office use only	
Application number:	Letter of offer sent:
Date received:	Driving assessment:
Application form checked by: Date:	References checked:
Confirmed eligible to work in the UK Yes No	Start date:
Suitable for interview Yes No	If "No" reason