

Please complete this application form as fully as you can

Position applied for

Where did you see this position advertised?

Title	Mr/Mrs/Miss
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Surname

First Name(s)

Address

E-mail

Postcode

Telephone

Mobile

NI number

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES/NO (delete as necessary)

If yes please give details

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Please note: under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to provide documents confirming their right to work in the UK.

Driving

Do you hold a current full driving licence for a car? YES/NO

Do you hold a current full driving licence for a bus? YES/NO

Do you hold a current CPC card? YES/NO

Have you applied to us previously?	YES/NO	If yes, when?
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If you have worked for this company before please supply details:

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CPC Training Courses

Please state subject, training provider and dates attended

Motoring offences, criminal convictions and legal proceedings

If this section does not apply to you, please write 'NONE', otherwise, with the exception of offences deemed spent under the Rehabilitation Offender Act 1974, please give full details. Any false statement will disqualify you from employment, or if discovered after employment has commenced, render you liable to instant dismissal.

Court Code	Date of Conviction	Nature of offence	Sentence of Court, points on licence

PSV Driving experience including details of accidents/claims etc.

Employment History

Please give details of your employment history. Please give most recent or current job first. If necessary continue on the back of this form.

Name and address of employer and nature of business	Date from	Date to	Position held	Reason for leaving

Current salary: per week per month per year

References

NIBSbuses requires that satisfactory references be obtained in respect of your previous employment (if applicable). Please give the names of two referees one of which must be your current or last employer. Your current employer will only be contacted for a reference if you are offered and you accept employment, subject to satisfactory references. Please include at least one referee if you have worked with children, whether paid or voluntary (Essex County Council requirement)

Name Telephone E-mail	Name Telephone E-mail
Occupation	Occupation

General

Are there any matters or situations that may affect your application or the Company should be made aware of. This may include restrictions on working, physical fitness, previous commitments.

YES/NO

If yes please give details

This section is optional. Please use the space, if you wish, to provide any further information in support of your application, e.g. why you wish to work for NIBSbuses; why you consider yourself to be a suitable applicant for the job.

DATA PROTECTION STATEMENT

The information that you provide on this form will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint relating to this recruitment process. We may check the information collected with third parties. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act 1998.

Undertaking

I confirm that the entries that I have made on this application form are, to the best of my knowledge and belief, true. I understand that if I have deliberately made a false statement on this form (or on other information provided), any job offer could be withdrawn, or the continuation of employment put at risk. I authorise the Company to process and store all information contained on this application form for the purpose of recruitment and as outlined above.

I authorise the Company (or an Agent of the Company) to carry out employment checks and verify information provided (on my CV, application or other information provide); including taking out references, checking employment history and any gaps in employment, obtaining credit checks and/or other checks as may be required by the Company (e.g. DBS checks). I release the Company and any referees from any liability caused by giving and receiving information.

Signature

Date

Name