

SECTION 7 - SUPPLEMENTARY INFORMATION

Please give details of any hobbies or leisure time activities, including voluntary work.

Do you have any further skills/abilities or achievements you feel may be relevant to the job, which will support your application.

SECTION 8 - HOURS OF AVAILABILITY

I wish to apply for the position of full time

I wish to apply for the position of part time

PART TIME ONLY Go North East guarantees a minimum of 39 hours to full time driving staff (hours may differ for other positions). If you are applying to work less hours than 39, this constitutes part time. Please indicate in the following table (by ticking the appropriate boxes) the days or hours you are available for work, if this is a regular commitment. Alternatively, if your available days or hours will vary, please do not complete the table, but advise in the box below.

My availability for part time work will vary as follows:

I am available to work part time on a regular basis during the following days/times (please tick all that apply). Times are approximate - please amend as necessary.

	monday	tuesday	wednesday	thursday	friday	saturday	sunday
5am-9.30am							
9.30am-2.30pm							
2.30pm-6.30pm							
6.30pm-12.30pm							
other-please specify							

Training for full time positions is carried out in one block. While this remains our preferred method of training, part time trainees may be accommodated on a more flexible basis, but must be able to commit to:

- (a) a 2 day induction programme (Monday/Tuesday 8.30am-5pm)
- (b) their availability for PCV theory and practical tests
- (c) a minimum of 8 hours per week

Please note that the availability of part time positions depends on the ability of your chosen depot to accommodate your preferred times within their operation. Similarly, training availability is dependent on the accommodation of these times within our training department.

SECTION 9 - DECLARATION

I the undersigned declare that • I have completed this application form as accurately as possible • I have disclosed all relevant information in sections 5 and 6 relating to motoring and other prosecutions • I consent to references being obtained to verify the information I have supplied and my suitability for employment • If my application is speculative, I consent to it being retained for a period of up to 6 months in case any appropriate position arises • I understand that a Criminal Record/Foreign CRB check will be carried out during my involvement within the recruitment process.

I understand and agree that • any deliberate omissions may result in the termination of employment or withdrawal of any job offer • prior to any offer of employment, I shall have to provide documentary evidence of my eligibility to work in the UK (Asylum & Immigration Act 1996 – refer to updates) • Any offer of continued employment will be subject to the receipt of a satisfactory Reference, Criminal Record/Foreign CRB check and Medical reports (where applicable).

signature

date

DATA PROTECTION ACT 1998

Go North East undertakes to use this information provided in the application form for recruitment and selection purposes only, and will ensure that this and other personal information will be stored or disposed of securely. Access to confidential information contained in this document will be restricted to those involved in the recruitment and selection process.

Position applied for

Date

SECTION 1 - PERSONAL DETAILS

Surname

Forename(s)

Preferred to be known as

National Insurance No.

E-Mail

Depot/Location

First Choice

Second Choice

Any Location

Address

Postcode

Telephone

Home

Mobile

Are there any adjustments that may be required to be made should you be invited for interview?
If so, please state here:

SECTION 2 - EDUCATION AND TRAINING (only complete this section if applying for an apprenticeship position)

Schools/Colleges/University attended

Qualifications and grades attained

Qualifications currently being studied for

Level

Completion date

Expected result

Relevant Training Course attended

Organiser

Details of membership of any relevant or technical institutions or societies:

If applying for an apprenticeship, tick all that apply:

- Heavy vehicle mechanic
- Heavy vehicle electrician
- Coachbuilder/body repairer
- Would consider any position

If you have previously been apprenticed, please give details

APPLICATION FOR EMPLOYMENT

SECTION 3 - EMPLOYMENT DETAILS

Please list below your past and present employment (maximum 4) including any periods of unemployment.

Name and address of employer	Job title	Reason for leaving
1		
2		
3		
4		

Have you ever applied to Go North East before? Yes No

If yes please provide details below

Have you ever been employed by Go North East before? Yes No

If yes please provide details below

Depot	Job title	Reason for leaving
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All previous employment / applications with Go-North East must be declared, failure to do so may result in the rejection of an application.

SECTION 4 - REFERENCES

In signing and submitting this application you are agreeing that Go North East and its subsidiary companies can approach previous employers and/or other relevant bodies (eg. schools, colleges) to verify that the information given in the form is accurate and you are suitable for employment. All employment is subject to satisfactory references.

Please therefore give the details of two referees who are not related to you, and who would be willing to supply references relevant to your employment with us. **This should include your current employer (or most recent if unemployed) or your school/college head or tutor if you have recently left further education.**

Name	Name
Job title	Job title
Address	Address
Telephone no.	Telephone no.

SECTION 5 - DRIVING LICENCE DETAILS

Please complete this section **only if you are applying for a job as a bus driver, engineer/engineering apprentice, or any other position which includes driving duties within the job description.**

What type of licence do you hold? Tick all that Apply

Provisional car	<input type="checkbox"/>	Full car	<input type="checkbox"/>	Provisional PCV	<input type="checkbox"/>	Full PCV	<input type="checkbox"/>	LGV	<input type="checkbox"/>
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Date passed car test / / Date passed PCV test if appropriate / /

If you hold a PCV licence, is the licence manual? or automatic?

Please disclose all endorsements which are currently in date on your licence. **In date means within 4 years from the date of conviction or until the end of any disqualification if longer than this,** subject to the terms of the Rehabilitation of Offenders Act 1974. (If you are unsure what constitutes a spent conviction, please contact the Criminal Records Bureau).

Please list any points which you have had on your licence within the past 4 years?

Date of conviction	Offence code	Date of offence	Fine	Points

Please list any disqualifications/revocations which you have had on your licence within the past 5 years?

Date of conviction	Offence code	Date of offence	Fine	Disqualification Period	Points

Please list any alcohol related disqualifications which you have had on your licence within the past 11 years?

Date of conviction	Offence code	Date of offence	Fine	Disqualification Period	Points

Do you have any motoring prosecutions pending?

Yes No If yes, please give details.

Has your licence or any category within it (eg. PCV, LVG) ever been refused or revoked?

Yes No If yes, please give details.

Have you been involved in any road traffic accident in the last two years, regardless of blame?

Yes No If yes, please give details, including date(s) and circumstances.

SECTION 6 - SECURITY DECLARATION

Have you ever been convicted, cautioned, fined or imprisoned for any offence other than motoring? (spent convictions under the terms of the Rehabilitation of Offenders Act 1974 need not be disclosed - If you are unsure what constitutes a spent conviction, please contact the Criminal Records Bureau).

Yes No If yes, please give details, including date and nature of offence, date of conviction/caution and sentence, fine or order. **In addition provide details of any pending or on-going prosecutions.** (attach additional sheet if required)

Go-North East will carry out a Criminal Record check on all prospective employees to evaluate unspent criminal convictions as part of the selection process. In addition overseas criminal record checks may be necessary for candidates with less than 5 years Residency in the UK.