



Private and Confidential

Application for Employment

1. **Position applied for**

Company:

(number in order of preference)

Anglian

Chambers

Hedingham

Konect

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

First name

Last name

Address

Post Code

National Insurance Number

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

Email

<input type="checkbox"/>	<input type="checkbox"/>
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Home number

<input type="checkbox"/>	<input type="checkbox"/>
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Work number

<input type="checkbox"/>	<input type="checkbox"/>
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Mobile

<input type="checkbox"/>	<input type="checkbox"/>
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Emergency Contact / Next of Kin

Name

Telephone (incl.code)

Address

Relationship to you

If you are successful in gaining employment with us would you allow us to send general communications to the personal email address given. No personal items would be sent via this method. If so please tick the box and note that you are entitled to opt out of receiving emails at any time.

4. 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.

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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	Job Title	Reason for leaving
	From To	Position	
	From To	Position	
	From To	Position	
	From To	Position	
	From To	Position	

Give details of any previous applications or employment with Anglianbus, Chambers, Hedingham or Konect		
Dates	Job Title	Reason for leaving

6. Driving Licences

Please tick to indicate the licences you hold.

(A minimum of 18 years of age applies to PCV drivers)

PCV	manual	<input type="checkbox"/>	automatic	<input type="checkbox"/>	provisional	<input type="checkbox"/>
D1	manual	<input type="checkbox"/>	automatic	<input type="checkbox"/>		<input type="checkbox"/>
Car	manual	<input type="checkbox"/>				<input type="checkbox"/>

(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 driver 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**
If yes, when does it expire?

7. Security Declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence other than motoring, 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

8. References

Please give the name and address of **two** referees. They should not be related to you and should include, if possible, your present employer (or if you are a school leaver, your Head Teacher).

If one of your referees is your current employer please indicate whether we may contact them prior to interview.

1. Yes/No 2. Yes/No

1. Name	2. Name
Address	Address
Post code	Post code
Telephone number	Telephone number
Email	Email
Employer Yes/No	Employer Yes/No

Please note

References are requested for all new employees. If a reference contradicts information given by the employee or is, in our sole opinion, unsatisfactory, the company reserves the right to terminate his or her employment immediately observing any appropriate notice period.

9. Competencies (Essential requirements for this position)

- Minimum PCV driving age of **18** years
- Full **manual** car licence
- Driving licences held 2 years or more, a maximum of 6 points will be considered
- Drink / drugs / dangerous driving offences & any other **ban** to have expired by at least 5 years
- Weight of under 20 stone/127kg as a health & safety requirement (This may be checked prior to any interview taking place)
- Good communication skills
- Good customer care skills
- Smart appearance
- Good numeracy skills for cash handling and reconciliation of takings
- Willing to work a variety of shifts, weekends and bank holidays as rostered

10. Relevant Skills, Knowledge and Experience

Please demonstrate how you feel you meet **the competencies** listed in section 9 by describing any relevant knowledge, qualifications, skills and experiences; either from your current or previous roles, or from other relevant situations such as activities outside work .Not providing this information will result in your application being unsuccessful. **Please continue on a separate sheet if necessary**

11. Availability for Employment

Please state notice required by your current employer

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12. Bank Details

Do you hold a UK bank account for payment of wages?

Yes/No**13. How did you become aware of this vacancy?**Normal newspaper advertisement
Jobcentre**Yes/No**
Yes/NoLocal free paper advertisement
Other (please state) _____**Yes/No****Current Employees of Go-Ahead Group only**

Transfer agreements exist between the various Go-Ahead Group companies. Please indicate below the name/details of your current Go-Ahead employer. Please note that Go-Ahead colleagues will have to submit to our normal recruitment process.

Company Name**Company Address****Contact Name/Department**

Please note

This application form is designed to avoid any possibility of unfair discrimination. Applicants should avoid enclosing CVs unless specifically invited to do so at a subsequent interview. You are advised that enclosing any uninvited documentation of any description will result in your application being unsuccessful.

Declaration and Consent

All employment is subject to satisfactory references, medical examination and period of probation.

I, the undersigned, understand that if I accept any offer of employment and any of the above information is subsequently found to be incorrect, my employment may be terminated forthwith.

Signed**Date**

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 hold this information.

Signed**Date**

Equal Opportunities Monitoring

THIS INFORMATION WILL NOT FORM ANY PART OF OUR RECRUITMENT DECISION

This page will be separated from your application and will be used solely for monitoring purposes.

Go East Anglia recognises the benefits of a diverse workforce and is committed to treating all employees equally regardless of race, gender, disability, religion, belief, sexual orientation or age. Applications are welcome from all sections of the community.

Gender: Male Female Date of Birth _____

Do you consider yourself to have a disability? **Yes/No**. If yes, please state the nature of your disability below

The Disability Discrimination Act defines disability as %a physical or mental impairment which has a substantial and long term effect on the ability to carry out normal day to day activities+.

(If yes, a member of our team will contact you to discuss your requirements)

Please indicate your ethnic origin

A. White

British English Scottish Welsh Irish
 Any other white background (please specify)

B. Mixed

White and Black Caribbean White and Black African
 White and Black Asian Any other mixed background (please specify)

C. Asia, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian Pakistani Bangladeshi
 Any other Asian background (please specify)

D. Black, Black British, Black English, Black Scottish or Black Welsh

Caribbean African Any other Black background (please specify)

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

Chinese Any other Chinese background (please specify)

F. Other (please specify)