



PRIVATE AND CONFIDENTIAL

We hold all application forms for 3 months. If you are successful in your application, your details will be placed on your personnel file and held in accordance with our GDPR policies. You may be contacted over the 3 months for other similar vacancies should you be considered appropriate. Otherwise, your details will be destroyed after 3 months.

Position applied for	
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Personal details	
Title:	
First Name:	
Surname:	
Preferred to be Called:	
Address:	
Postcode:	
Home phone:	
Mobile phone:	
E-mail address:	
Date of birth:	
*Please tick to confirm your weight is under 20 stone	

*please note due to weight restrictions on driving seats we are unable to employ anyone over 20 stone (127 kg) for health and safety purposes

Are there any adjustments that may be required should you be invited to interview?

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Previous employment details: Please list all present and past employment for the last 5 years. Explain any employment gaps. Please continue on a separate sheet if required.

Employer	Dates	Job title	Reason for leaving
	From: To:		
	From: To:		
	From: To:		
	From: To:		

Give details (in not included above) of any previous applications or employment with Anglian Bus, Chambers, Hedingham or Konect, or with any other Go Ahead Group company

	From: To:		
	From: To:		
	From: To:		

Other Work

Please detail if you have other work (paid or unpaid)

Employer/Organisation:	
Paid/Retained/Voluntary:	
Hours per Week:	
Type of Work:	

Driving Licence: Should you be employed, a copy of your driving licence card will be required for our records

Please tick to indicate the licences you hold

PCV	Manual		Automatic		Provisional	
D1	Manual		Automatic		Provisional	
Car	Manual		Automatic		Provisional	

Please give full particulars of any endorsements:

Has any PVC or driving licence been refused or revoked? (Yes/No)* Delete as appropriate
If yes, please state date, by whom, and reason

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

Delete as appropriate

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

If you are currently training for the CPC, state how many hours have been completed, the dates and the training centre.

Do you hold a Driver Qualification Card, and when does it expire?

Qualifications

Please detail all qualifications held, continue on separate sheet if necessary

School/college/university/institute	Qualification(s)	Date	Level

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Membership of Professional Bodies

Professional body	Date joined	Level (if applicable)

References

Note, references will be requested for all candidates offered employment. Please supply two references from your employments listed above. Should you not be able to supply to employment references, please supply a personal reference from a non-family member.

1st Reference		
<i>Tick if Employer or Personal Reference</i>		
Reference:	Employer	Personal
Name:		
Job Title:		
Company:		
Email:		
Address:		

2nd Reference		
<i>Tick if Employer or Personal Reference</i>		
Reference:	Employer	Personal
Name:		
Job Title:		
Company:		
Email:		
Address:		

Security declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence, or bound over to keep the peace?

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

Date	Offence	Court	Sentence or order

Other Information

Is there any other information that we should	
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be aware of - if yes please
give details:

Other

Please state notice required by current employer

How did you become aware of this vacancy? (please tick)

Newspaper advert	
Through a friend	
Indeed	
Company website	
Other	

Please note

This application form is designed to avoid any possibility of unfair discrimination. Applicants should avoid enclosing CV's unless specifically invited to do so.

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

The information provided on this application form is protected by data legislation and will be used for the purposes of processing your application and for statistical and audit purposes. By signing below, you are giving your consent for the Company to hold this information

Signed

Date

Equal opportunities monitoring

This information does not form any part of our recruitment decision

This page will be separated from your application form 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.

All answers given are voluntary

Gender

Male Female Other Prefer not to say

Ethnic Origin

White British English Scottish Welsh

Irish Other (please specify)

Mixed White and Black Caribbean White and Black African White and Black Asian Other background

Asian Indian Pakistani Bangladeshi Other Asian background

Black Caribbean African Other Black background

Chinese

Other Please specify

PERSONAL DETAILS FORM
(To be completed on first day of employment)

First Names:	
Surname:	
NI Number:	
Date of Birth:	
Start date:	
Marital status:	

Emergency Contact

Please detail the person we should contact in an emergency

Name:	
Relationship to You:	
Mobile No:	
Home No:	

Bank Details

Bank Name:	
Sort Code:	
Account Number:	
Building Society Reference:	

Driving licence details

Driving Licence Number:	
Photocard Expiry Date:	
PCV Licence Expiry Date:	
DQC/DCPC Expiry Date:	
Driving Licence Endorsements/Points plus Codes :	

Note: By providing the details above you are giving permission/consent for the company to use the DVLA online website to check the status of your driving licence and any penalty points or convictions contained on your driving licence.