



# Application for Employment

Please answer all questions in full in your own handwriting using BLOCK CAPITALS in blue or black ink. Please complete all sections or your application may not be processed.

Position applied for

Have you worked for Halton Transport before?  Yes  No

Have you ever applied to or worked for a bus company before?  Yes  No

If you answered "Yes" to either question please state where, when and in what capacity

## PERSONAL INFORMATION

Title

Surname

Forenames

Previous names

N.I. number

Home address

Post code

Home tel. no

Mobile tel. no.

## DRIVER LICENCE INFORMATION

Do you hold a current driving licence?  Yes  No Date passed .....

Expiry date ..... Driver no: ...../...../.....

Licence type:  UK/EEC  International  Other [specify..... Exp .....] ]

How long have you been driving continuously in the UK on a full valid licence? .....

UK PCV entitlement?  Yes  No If yes, date passed ..... Exp .....

Provisional PCV entitlement?  Yes  No If yes, date passed ..... Exp .....

If you are a PCV licence holder, please say where training undertaken .....

Certificate of Professional Competence?  Yes  No  Partial. If yes, provide details under CPC Training on Page 4. If Partial provide details of where training was undertaken and course reference below

Ref .....

## EMPLOYMENT DETAILS

Please include details of present or most recent employment and all employment over the last ten years, as well as previous PCV operation employment. Include any periods of voluntary, caring, homemaking or unemployment in this section, with dates.

### CURRENT OR MOST RECENT EMPLOYMENT

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 ten years, please use additional sheets of paper and attach.

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 have to give your present employer? .....

On what date could you begin employment with Halton Transport ? .....

## DRIVER LICENCE INFORMATION

ARE THERE ANY ENDORSEMENTS ON YOUR LICENCE?  Yes  No If "yes", please provide details

Date of offence _____	Convictions _____	Penalty/points _____	Code _____
Date of offence _____	Convictions _____	Penalty/points _____	Code _____
Date of offence _____	Convictions _____	Penalty/points _____	Code _____
Date of offence _____	Convictions _____	Penalty/points _____	Code _____

Are you subject to any pending motoring offences?  Yes  No If "yes", please provide details

Date of offence ..... Notice of offence

Have you ever been refused a licence or an entitlement?  Yes  No

Have you ever had your licence revoked or taken away?  Yes  No

If yes, on what grounds? .....

Please give details of any road accidents, blameworthy or otherwise, in which you have been involved in the last five years (include dates and details)

.....  
 .....  
 .....

## CONVICTIONS AND LEGAL PROCEEDINGS

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. Note that if you fail 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".

Date of offence	Date of conviction	Nature of offence	Sentence or court order

Would you object to a background check to ascertain "unspent convictions"?  Yes  No

## GENERAL EDUCATION AND TRAINING

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

Subject/Course title	Qualification achieved	Grade

## CPC TRAINING, VOCATIONAL QUALIFICATIONS AND OTHER SKILLS

Please provide details of all CPC training

Course reference	Date	No. of hours	Course reference	Date	No. of hours
1			5		
2			6		
3			7		
4			8		

Please give details below of any other skills and qualifications (e.g. fork lift truck licence, first aid certificate, etc.)

## FURTHER INFORMATION

Please use this space for additional information and to outline the reasons you would like to work for us. Also give any extra information which may have a bearing on your suitability to be a PCV driver. You may like to include details of experience dealing with members of the public, handling cash, hobbies and interests, memberships of clubs and societies and any personal achievements of which you are proud. Use an extra sheet of paper if necessary and attach.

## REFERENCES

Name of referee

Title/position

Company name

Address

Tel no.

Name of referee

Title/position

Company name

Address

Tel no.

At this stage do we have your permission to contact your referees?     Yes     No

If "no", please indicate at what stage it would be acceptable .....

## 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 the exception of offences, which are "spent" under the terms of the "Rehabilitation of Offenders Act 1974", I have included details of criminal or court martial convictions, including driving convictions. I understand that it may be necessary to undergo a Criminal Records Bureau check, which will ask exempted questions under the "Rehabilitation of Offenders Act 1974" and will show offences that are "spent" under the act. I agree to a medical examination, eyesight and drugs test to assess my fitness to carry out the essential driving functions of the role and acknowledge that if I fail any of these tests my employment may be terminated. I am legally entitled to take paid employment in the UK. I consent to Halton Transport seeking references from my previous employer and contacting the DSA to validate my Certificate of Professional Competence (CPC).

Signature of applicant ..... Date .....

Thank you for completing this application. It will be treated in the strictest confidence.

# DIVERSITY MONITORING

## To be completed by all job applicants

The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, age, marital status, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The Halton selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are encouraged and given opportunities to progress within the organisation.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information.

Choosing not to complete this form will in no way affect your application.

### ETHNIC ORIGINS

Which best describes your ethnic group?

White

- British*     *English*     *Scottish*  
 *Welsh*     *Irish*     *Other*

Other White, please state .....

Mixed

- White/black Caribbean*     *White/black African*  
 *White/Asian*

Other Mixed, please state .....

Asian

- Indian*     *Pakistani*     *Bangladeshi*

Other Asian, please state .....

Black

- Caribbean*     *African*     *Other*

Other Black, please state .....

Chinese

- Chinese*

Any other background

- please state .....

### ADDITIONAL INFORMATION

Where did you learn about this job vacancy?

- Bus advertisement*     *Word of mouth*  
 *Jobs publication*     *Job Centre*  
 *Newspaper*     *Internal notice*

*Other, please state* .....

Are you eligible to work in the UK?

- Yes*     *No*     *Not Sure*

Which gender are you?

- Male*     *Female*

Date of birth .....

Please let us know if there are any special arrangements or facilities we can provide that you think you would need to attend the assessment day/interview or to take up the post: .....

.....

Which job are you applying for? .....

.....

Signed .....

Date .....

For internal use only