

# Application for Employment

**PRIVATE & CONFIDENTIAL**



HR011006 B

This form should be completed in black ink

Please answer all of the questions.

Please read the [Guidance Notes](#) for applicants included with this form before you fill it out.

If there is not enough room on this form, please write on another document and send it with your form

Job applied for:  Location(s):   
How did you hear about this vacancy?  Job Reference Number:

## 1. Personal Details

Marital Status: Married  Civil Partnership  Co-habiting  Divorced  Separated  Widowed  Single

Title: Mr  Mrs  Miss  Ms  Other

Surname:

Address:

First Name:

Name you wish to be known by:

Postcode:

Home Telephone:

Work Telephone:

Mobile Telephone:

Email:

**Driver applicants only to answer questions within this box – see guidance notes for details**

Age: 18+  21+  64.5+  Height:  Weight:

Are you a member of Her Majesty's reserve or territorial forces? Yes  No  Tick as applicable

Are you an EU Citizen? Yes  No  Tick as applicable

For Non EU Citizens only:

Are there any restrictions on your leave to remain in the UK? Yes  No  Tick as applicable

If yes, expiry date?

Are there any restrictions on your right to take paid work in the UK? Yes  No  Tick as applicable

If yes, please give details:

You will be required to provide a valid work permit or other evidence of your right to work in the UK.

## 2. Additional Information

Have you worked for First or any other bus company before? Yes  No  Tick as applicable

If yes, please give details:

Have you applied to First for a job before? Yes  No  Tick as applicable

If yes, please give details:

### 3. Licences

Driving licence entitlement: **Tick as applicable** Car  PCV (Prov.)  PCV (Auto)  PCV (Full)  HGV  Forklift Truck

Endorsements: Yes  No  **Tick as applicable** No. of points (complete if applicable):

Endorsement Code:

Have you ever been disqualified from holding a licence? Yes  No  **Tick as applicable**

**For PCV Licence Holders only** (required for "Driver Certificate of Professional Competence" reasons)

Date PCV licence issued  Number of hours of Driver CPC training completed since licence issued

What was the Training that you received?

(from 10/9/2008 all PCV Licence Holders are required to attend 35 hours DCPC training over a 5 year period)

### 4. Career/Work Details

You need only give us details of your previous employment that you feel is relevant to the job you are applying for

**Present or last employment:**

Company Name

Position/Responsibilities

Reason for Leaving

What period of notice are you required to give your present employer?

**Previous Employment:**

Company Name

Position/Responsibilities

Reason for Leaving

### 5. Why do you want to work for First?

Please tell us why you wish to work for First, What skills and abilities do you have that may help you in this job?

## 6. About Your Health

Do you have a disability or condition which could affect your ability to do this job?  
If yes, please specify...

Yes  No  Tick as applicable

Are there any special arrangements or adjustments that we may need to make should you be invited for an interview or offered this job?

## 7. Education and Training

You need only give us details of your education and training that you feel is relevant to the job you are applying for.

Please give details of your full and/or part time education from the age of 11 years.

Qualifications/Courses	Result/Grade	School/College/Organisation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 8. Convictions and Motor Offences

Apart from offences that are "spent" under the terms of the Rehabilitation of Offenders Act 1974, (please see guidance notes for details) please answer the following questions:

### SECTION A (for all driving roles you must also fill out section B)

Have you ever been convicted of a criminal offence? Yes  No  Tick as applicable

If yes, please give details:

Have you ever been convicted of a motoring offence (excluding parking offences)? Yes  No  Tick as applicable

If yes, please give details:

Are you currently involved in proceedings which may lead to a conviction? Yes  No  Tick as applicable

If yes, please give details:

### SECTION B

Applicants for all bus driver positions must complete this section. As your job will involve driving a bus with children or vulnerable adults (or accompanying children or vulnerable adults) you must tell us about all criminal convictions, (spent or unspent) below:

Please note: If you are offered this job, a criminal record disclosure report will be requested from the Criminal Records Bureau or Disclosure Scotland. Having a criminal record will not necessarily prevent you from being offered the job, but failing to disclose a relevant conviction will be deemed to be an act of gross misconduct.

## 9. Personal Details

Please tell us about any hobbies and interests you have, membership of clubs, voluntary work or other responsibilities you consider relevant to the job you are applying for:

## 10. References

Offers of employment are subject to receipt of two satisfactory written references. Please provide details below for two referees, one of which must be your present or most recent employer, job centre contact or academic (school teacher or college tutor) reference, if more appropriate. We may also contact previous employers mentioned on this application form.

If you do not want us to contact previous employers please tick this box

Name (reference 1) <input type="text"/>	Name (reference 2) <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
Telephone <input type="text"/>	Telephone <input type="text"/>
E-Mail <input type="text"/>	E-Mail <input type="text"/>
What is your connection with this person? <input type="text"/>	What is your connection with this person? <input type="text"/>
May we approach this referee prior to making a job offer? Yes <input type="checkbox"/> No <input type="checkbox"/> Tick as applicable	May we approach this referee prior to making a job offer? Yes <input type="checkbox"/> No <input type="checkbox"/> Tick as applicable

**I declare that the information given by me on this form is correct in every detail.**

**I am aware that failure to disclose facts or information relevant to the job may result in my employment being terminated.**

Signature of applicant:  Date:

## COMPANY USE ONLY

Date received application form: <input type="text"/>	Start date: <input type="text"/>
Invite for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Location <input type="text"/>
If no give reason below <input type="text"/> <input type="text"/>	Date offer letter sent: Date: <input type="text"/>
Interviewer name <input type="text"/>	Date references applied for? Date: <input type="text"/>
Interview successful? Yes <input type="checkbox"/> No <input type="checkbox"/>	References received? (Reference 1) Yes <input type="checkbox"/> Date: <input type="text"/>
Reason for decision <input type="text"/>	(Reference 2) Yes <input type="checkbox"/> Date: <input type="text"/>
Equal Opportunities form received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Signed Contract received? Yes <input type="checkbox"/> Date: <input type="text"/>
Date and Time of Company Medical <input type="text"/> <input type="text"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Satisfactory Medical Result? Yes <input type="checkbox"/> Date: <input type="text"/>
Date and Time of Driving Assessment <input type="text"/> <input type="text"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Training department notified for Induction? Yes <input type="checkbox"/> Date: <input type="text"/>
	Final Sign-off Signed <input type="text"/>
	Print <input type="text"/>
	Date <input type="text"/>

## Guidance notes for applicants

This application form plays an important part in deciding whether you will be offered an interview for the job you are applying for. If you are selected it will also be used during the interview itself. It is vital that you complete this form as fully and as accurately as possible. The following advice is to help you to complete the application form.

- All information you give is confidential.
- If there is not enough room on this form, please write on a separate sheet of paper and send it with this form.
- Read the application form and any other details you are given carefully.
- We may not always be able to offer you a role at the location you prefer. If you are able to work in any of our other locations, please let us know

## The Advertisement or Job Description

Either of these will tell you what skills, abilities and knowledge (also known as competencies) we are looking for.

### Section 1 - Personal Details

Only driver applicants are required to answer the question asking for your age. If you are NOT applying for a driving job please do not answer this question. We have to ask potential drivers for their age as there are DVLA rules limiting the ages of people who can drive a bus. There are also restrictions on height and weight due to vehicle specifications. These restrictions will be explained to you fully at your interview. If you have access to the internet you can read more about the DVLA age restrictions at <http://www.direct.gov.uk/en/Motoring/index.htm>.

### Section 5 - Why do you want to work for First

This is the most important section. It is a good idea to write down all of your ideas on a sheet of paper before completing this section of the application form. Tell us about your skills, abilities and knowledge you have to do the job as fully as you can. Don't forget to tell us about any paid or unpaid work you have done, or are doing, including work within the community or skills acquired in running a home and/or organising a family, if this has been a major part of your life.

### Section 8 - Convictions and Motoring Offences

For non driving roles you do not need to tell us about "spent convictions". A conviction is "spent" once a period of time has passed since the conviction. See the table below

Sentence	Rehabilitation period after which conviction is spent
<b>Civilian Convictions</b>	
A sentence of imprisonment (or youth custody) for more than 6 months, but not more than 30 months	Ten Years
A sentence of imprisonment (or youth custody) for a term not exceeding 6 months	Seven Years
A fine or any other sentence subject to rehabilitation under the Act, for example community service	Five Years
<b>Service Convictions</b>	
A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty's Service	Ten Years
A sentence of dismissal from Her Majesty's Service	Seven Years
Any sentence of detention in respect of a conviction in service disciplinary proceedings	Five Years

The rehabilitation periods stated above are cut in half where the person was under 18 years of age at the time of his or her conviction.

#### Exclusions:

Certain sentences are excluded from rehabilitation under the Act (Rehabilitation of Offenders Act 1974, Section 5) including:

- A sentence of life imprisonment.
- A sentence of preventive detention.
- A sentence of imprisonment, youth custody or corrective training for a term exceeding 30 months

## Data Protection Act

First is committed to complying with the Data Protection Act 1998. The information contained in this form may be held on our computer database for future reference and monitoring purposes by First and other companies within First Group.

## Equal opportunities

First is an Equal Opportunities Employer. Applications are welcomed from all people with relevant skills and abilities for the job. To help us to monitor our Equal Opportunities responsibilities please ensure you complete the Job Reference number (if you know it) on both the Application for Employment and the Equal Opportunities form.

## Equal Opportunities

The information you give us on this form will not be used in the decisions we make about who we choose to interview, during the interview or job offer processes. These questions are recommended by various organisations and advisory bodies to make sure that we treat everyone fairly and equally.

If you want to opt out of giving us this information please tick box

This form is confidential and will be kept separately from your application form.

Name:

Gender: Male  Female  (please specify)

Date of Birth:

Do you consider yourself to have a disability? Yes  No  Tick as applicable

If yes, what is the nature of your disability?

The Disability Discrimination Act defines disability as "A physical or mental impairment, which has a substantial and long-term effect on the person's ability to carry out normal day to day activities".

Nationality

I would describe my ethnic origin as:

### White

British:  European:  Any other White background:

### Mixed

White & Black Caribbean:  White & Black African:  White & Asian:  Any other Mixed background:

### Black or Black British

Caribbean:  African:  Any other Black background:

### Asian or Asian British

Indian:  Pakistani:  Bangladeshi:  Any other Asian background:

### Chinese or other Ethnic Group

Chinese:  Other Ethnic Group:

Is English your first language? Yes  No  Tick as applicable

If no, what is your first language?

Do you have responsibility for dependants?

(Dependants relates to children, or elderly or other persons for whom you are the main carer). Yes  No  Tick as applicable

Sexual Orientation: Heterosexual  Gay  Lesbian  Bisexual  No declaration

Religion:

How did you become aware of this vacancy?

Position applied for:  Job Reference Number:

Location:  Date of application: