

# CONFIDENTIAL: JOB APPLICATION FORM

All relevant sections must be completed.

A curriculum vitae must not be submitted in place of any information on this form.

## 1. VACANCY INFORMATION:

Application for the post of:

Have you ever applied for employment with, or worked for Warrington's Own Buses before? Yes  No

If Yes, when and it is what capacity?

Completed forms should be e-mailed to: Katie Cringle – [k.cringles@warringtonsownbuses.co.uk](mailto:k.cringles@warringtonsownbuses.co.uk) or returned to: Katie Cringle, Warrington's Own Buses, Wilderspool Causeway, Warrington, WA4 6PT.

Closing date of advert:

## 2. PERSONAL DETAILS (For all vacancies)

Surname:	Title:
Previous Surname:	
First Name(s):	Known as:
Have you ever been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please give details:	
Date of Birth (PCV Driver only)	
National Insurance Number:	
Address:	
Postcode:	
Telephone: Business:	Private:
Mobile Tel:	e-mail:

**Please note:** if you provide an email address, we will use this to communicate with you if you are shortlisted for interview. Therefore, please check your in-box regularly and ensure that [warringtonsownbuses.co.uk](http://warringtonsownbuses.co.uk) is set as a 'safe sender' to ensure that emails are not filtered into spam or junk email folders.

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### 3. PCV DRIVER INFORMATION (for PCV Driver vacancies only)

<b>Do you hold a FULL (not provisional) UK Driving Licence?</b> Date passed test: <i>Driving licence number:</i>	YES/NO  <i>Date of expiry / /</i>
<b>Do you have any points/endorsements on your licence?</b> YES/NO If YES state date of offence, details of conviction, number of points and expiry date:	
<b>Are there any driving prosecutions pending?</b> If YES state details:	YES/NO
<b>Have you ever been refused a licence or entitlement?</b>	
YES/NO	
<b>Have you ever been disqualified from driving for any reason?</b>  If YES state details:	
YES/NO	
<b>Do you have, or have you ever had, any PCV entitlement?</b>  Details:	FULL PROVISIONAL/NONE  <i>Date of expiry / /</i>
<b>Have you completed the Certificate of Professional Competence (CPC)</b> If yes, state the date, certificate number and name of test centre.	
YES/NO	
<b>Do you have, or have you ever had, any LGV entitlement?</b>  Details:	FULL PROVISIONAL/NONE  <i>Date of expiry / /</i>
<b>Please give details of any road accidents, blameworthy or otherwise, in which you have been involved in the last 5 years (include dates and details):</b>	

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### 4. REFERENCES (for all vacancies)

Please give details of two referees who are not related to you, from whom references about your suitability for the job can be obtained. **If presently employed, one must be your current employer.** Please provide the appropriate company contact details, including postcode, we would normally contact the Human Resources Department for a reference. **If unemployed, one must be your most recent employer.**

1. Current or most recent employer		2. Previous employer or Personal referee		
Company name:		Company name (if applicable):		
Line manager name:		Name of referee:		
Company address:		Occupation:		
Address 2:		Address:		
Address 3:		Postcode:		
Postcode:		Business Telephone:		
Business Telephone:		Home Telephone:		
Business Mobile:		Mobile:		
Business/HR Dept E-mail address:		E-mail:		
How long has the referee known you?		How long has the referee known you?		
In what capacity does the referee know you?		In what capacity does the referee know you?		
<input type="checkbox"/>	Current employer	<input type="checkbox"/>	Previous employer	
<input type="checkbox"/>	Most recent employer	<input type="checkbox"/>	Colleague/former colleague or manager but the referee is given on a personal basis	
<input type="checkbox"/>	Personal (if you do not have previous employment experience)	<input type="checkbox"/>	Personal	
If the referee knows you by a different name, please state		If the referee knows you by a different name, please state		
Please tick this box if you do not want this referee to be contacted prior to interview.		<input type="checkbox"/>	Please tick this box if you do not want this referee to be contacted prior to interview.	
		<input type="checkbox"/>		

After shortlisting we reserve the right to take up references. If you have indicated on your application that you do not wish us to contact the referees, we will only contact the referees after interview if you are the successful candidate.

**Please contact your referees to advise them that you have provided their details and to confirm that they would be prepared to provide a reference for you if requested.**

### 5. DISCLOSURE OF CRIMINAL RECORDS AND POLICE CLEARANCE (for all vacancies)

A criminal record will not necessarily exclude you from employment. The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying. You are required to disclose any 'unspent' criminal convictions in line with the Rehabilitation of Offenders Act 1974. Warrington's Own Buses reserves the right to carry out DBS checks.

Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions that you are required to declare?

Yes  No

If "YES", give details below: -

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Details of offence & Sentence	Date	Court or police force who dealt with the offence

### 6. IMMIGRATION ASYLUM AND NATIONALITY ACT 2006 (for all vacancies)

Nationality at birth:	Present Nationality:		
<ul style="list-style-type: none"> <li>Have you ever possessed any other Nationality or Citizenship?</li> </ul>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are you subject to immigration control?</li> </ul>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do you have unrestricted entitlement to take up employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Do you have or are you entitled to obtain a National Insurance Number?</li> </ul>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you have answered 'No' to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case?</li> </ul>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

### 7. CERTIFICATION / DECLARATION (for all vacancies)

I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, (if engaged) be liable to termination of my contract of employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Providing false information is an offence and could result in: -

- the application being rejected.
- Summary Dismissal if the applicant has been selected.

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, DBS if relevant to post and Asylum & Immigration checks.

We will record and hold the information given for personnel, employment, education, and training purposes in accordance with the Data Protection Act 1998.

**We would like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within 4 weeks of the closing date, please assume you have not been shortlisted for interview.**

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### 8. VACANCY DETAILS (to be completed by Warrington's Own Buses)

Application for the post of:	
	Advert Ref No.:
Interview Date / Time:	
Interview Availability:	

### 9. DISABILITY AND REASONABLE ADJUSTMENTS (for all vacancies)

By answering the following questions, you will assist Warrington's Own Buses to comply with its obligations arising from the Equality Act 2010. You are not compulsorily required to give this information

#### Equality Act 2010

"a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities"

DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION? Yes  No   
 (regardless of whether it has an impact on your ability to do the job for which you are applying)

If you do have a disability or health condition and require adjustments or arrangements to facilitate your participation in the selection process, please give details below.



***We are an equal opportunity employer, who also support all applications from ex Armed Forces personnel and their families***

**Do you have or have had any government service (if yes please explain)?**

Regular Service	
Reserve Service	
Cadet Force Service	
** Please tick the appropriate service supplying details	

### 10. INTERVIEW ATTENDANCE (for all vacancies)

Please indicate any periods when you may not be available for interview. We cannot guarantee to accommodate alternative dates.

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## 11. EDUCATION ATTAINMENTS (for all vacancies)

Education, training, and professional qualifications

FROM (Month & Year)	TO	Full Name and Address of School / College / University / Institution	Qualifications	
			Gained (with grades)	For which you are studying

### PROFESSIONAL BODIES

(Please give details of any professional body of which you are a Member. Indicate those obtained by examination)

**Please note that you will be required to produce evidence of qualifications attained.**

## 12. CURRENT / MOST RECENT EMPLOYMENT DETAILS (for all vacancies)

Title of present/most recent job:		
Name & address of employer:	Date appointed:	Date left if applicable:
	Current salary or at time of leaving:	
	Permanent or Temporary:	
Tel No.	Reason for leaving if already left:	
Notice period required:		

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### 13. FULL OCCUPATIONAL HISTORY (for all vacancies)

Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work, or periods when you were not employed.

Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY (Continue on a separate sheet if necessary)**

Type of experience/Post title (paid or unpaid) and reason for leaving	Name and Address of Employer	Dates	
		From	To

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**14. WRITE IN SUPPORT OF YOUR APPLICATION HERE – This section must be completed for all vacancies**

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**A Curriculum Vitae must not be submitted in place of any information required on this form.**

You may, however, wish to submit supplementary evidence to your application form by attaching a maximum of 2 sides of A4 paper.

Please explain how you meet the requirements outlined in the Person Specification.