

(Office Use Only)

Candidate Name

Date Form Inserted

Candidate Number

Candidate Interviewed

Employment Start Date

Job Application Form



Introduction

Thank you for expressing an interest in applying to Huyton Travel Ltd. Making an application will require a little of your time and effort. Before starting the application please complete the two pre-application checklists below. These will help you decide whether you are likely to enjoy working as a driver for Huyton Travel Ltd and whether you are eligible to apply.

Pre Application Checklist 1

Before completing this application form, take a moment to answer these questions.

Are you prepared to:		
Work un-sociable hours?	YES	NO
Work weekends?	YES	NO
Work towards NVQ & driver CPC?	YES	NO
Work a 6 day week?	YES	NO

If you have ticked NO for any of the questions, we strongly suggest you think seriously about whether being a driver at Huyton Travel Ltd is right for you. Should you wish to continue with an application, move onto Pre-Application Checklist 2?

Pre-application Checklist 2

Before completing this application form take a moment to answer the questions in this box. Please use the notes at the bottom of this page to help you in responding to each of these questions.

Do you hold a PCV licence? (See Note 1)	YES	NO
Are you eligible to work in the UK? (See Note 2)	YES	NO
Do you have a disability that reduces your ability to drive a bus safely? (See Note 3)	YES	NO
Have you ever suffered from dizziness, fainting, blackouts or fits? (See Note 3)	YES	NO
Have you ever been convicted of a criminal offence? (See Note 4)	YES	NO
Have you made any other applications to join Huyton Travel Ltd? (See Note 5)	YES	NO

Notes

Note 1. It is a requirement to hold a PCV licence at commencement of application.

Note 2. In order to comply with the law under Section 8 of the Asylum and Immigration Act 1996, we will need proof of your eligibility to work in the UK. If you are a Commonwealth citizen or a foreign national, you must provide a copy of your passport which shows your stay in the UK is free of restrictions at Interview stage.

Note 3. Huyton Travel Ltd assesses each applicant on an individual basis with regard to their suitability to perform the role of a driver, in accordance with Disability Discrimination Act (DDA) legislation. This means that Huyton Travel Ltd will consider what reasonable adjustments could be made to enable you to proceed with your application provided any such adjustments do not contravene Health and Safety legislation. Health & Safety legislation places the obligation on Huyton Travel Ltd to ensure that individuals are safe at work for their own protection and that of others. (In the context of Huyton Travel Ltd "others" includes colleagues and members of the public).

Note 4. The post you have applied for is excerpted from the Rehabilitation of Offenders Act 1974 which means that all convictions (whether spent or unspent), cautions, reprimands and final warnings on your criminal record need to be disclosed. You must also declare any criminal proceedings pending. Having a criminal record will not necessarily bar you from working for us.

Note 5. You are not required to apply if you have an application to be a driver currently under consideration with Huyton Travel Ltd or you have previously applied within the past 3 months.

Overview of the Application Form

The Application Form is made up of the following sections:

- Section 1 - Personal Details
- Section 2 - Employment History and References
- Section 3 - Declaration

Please remember

- Read through your completed application form carefully to ensure you have not missed anything out and that it is clearly and accurately presented. The decision to invite you to the next stage will be based on the information you give us on this form.
- Failure to provide accurate and complete information may result in your application being rejected.

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Candidate Number

Section 1: Personal Details

Mr Mrs Miss Ms (Tick as appropriate)

Surname

First Name(s)

Address

Post Code

Home Telephone Number

Mobile Number

Emergency Contact Number & Name

Email

Date of Birth

Age

National Insurance Number

Marital Status

Nationality

Type of driving licence B D Full Semi (Code 78)

Driver CPC Yes No Years Expiry

Any convictions driving and other (Please list all, including points)

Any accidents in the last 3 years

Any health problems

Any holidays booked this year Yes No

(Please give dates):

Eligibility to work in the United Kingdom

In order to comply with the law under Section 8 of the Asylum and Immigration Act 1996, we will need proof of your eligibility to work in the UK. The starting point of this confirmation is your National Insurance number. If you are selected for interview, you will be required to provide evidence, which can be in the form of your National Insurance Card, P45 and P60, payslip, written communication from the Inland Revenue, Benefits Agency or Employment Service.

Are you eligible to work in the U.K.? Yes No

If you are a commonwealth citizen or a foreign national, is your stay in the U.K. free of restrictions?

Yes No

Medical Information

If you have any specific requirements/disabilities (e.g. dyslexia), please tick this box so that we can contact you to make sure we have made appropriate arrangements for you during the selection process. (See Note 1)

Declaration of Offences

The post you have applied for is excerpted from the Rehabilitation of Offenders Act 1974, which means that all convictions (whether spent or unspent), cautions, reprimands and final warnings on your criminal record need to be disclosed. Include offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences.

Are you currently subject to any criminal conviction (spent or unspent) as detailed above?

Yes No

Offence Date of Conviction

Judgement and Sentence

Give details of any charges pending

Notes

Note 1: Huyton Travel Ltd is required to assess each applicant on an individual basis with regard to their suitability to perform the role of a driver, in accordance with Disability Discrimination Act (DDA) legislation. This means that Huyton Travel Ltd will consider what reasonable adjustments could be made to enable you to proceed with your application provided any such adjustments do not contravene Health and Safety legislation. Health & Safety legislation places the obligation on Huyton Travel Ltd to ensure that individuals are safe at work for their own protection and that of others. (In the context of Huyton Travel Ltd "others" includes colleagues and members of the public). Applicants will be required to provide/obtain any evidence necessary to enable Huyton Travel Ltd to make informed decisions as to what reasonable adjustments could be made.

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Section 2: Employment History

Details of Current Employment

Your Present Occupation/Job Title

Brief Description of Your Role

Name of Employer (if applicable)

Address and Postcode

Phone and Fax Number

Dates From and To

Please list below a record of **previous employments** and activities over the last 5 years, either paid or unpaid. These should be in date order, starting with the most recent. You may include earlier experience if you wish.

Dates		Name of Organisation and Nature of Business	Job title/role and brief indication of main duties and responsibilities	Reason for Leaving
From Month & Year	From Month & Year			

Referees

Please provide the name and contact details of two referees. These could be teachers, community workers or employers, but if you are in work or have been employed, one of your nominated referees should be your current or most recent employer. You may not use relatives as referees.

1.

Name:

Telephone number:

Address:

Relationship to you:

2.

Name:

Telephone number:

Address:

Relationship to you:

Are you happy for these references to be contacted? Yes No

If you ticked no please provide further details:

AUTHORISATIONS

(Please ensure authorisation is signed)

Company: Huyton Travel Ltd

By signing and dating the authorisation form, you are deemed to consent to our processing personal data about you where necessary for the below purposes, including the processing of any sensitive personal data about you.

I declare that all the information I have given is true and I have disclosed all relevant information that could affect the position applied for. I understand that if I have made untrue statements or wilfully been misleading in any answers given then this may lead to any offer of employment being withdrawn, or where employment has already commenced, the termination of such employment.

I give the information contained herein only for the purpose of screening me for employment with Huyton Travel Ltd and understand that if offered a position with Huyton Travel Ltd, employment will be subject to satisfactory references from previous employers and satisfactory results from any other background checks that may be required.

I authorise Huyton Travel Ltd or any agent thereof, to carry out all necessary enquiries to verify the information I have entered on my application form.

I understand that Huyton Travel Ltd may also require that a check is made on any criminal convictions I may have had in the past. I hereby agree that should I be convicted of any crime after completion of my application form, or during my employment with Huyton Travel Ltd, I shall be bound to inform my employer/manager. I understand that failure to do so may result in disciplinary action being taken.

I give the information contained on my application form for the purpose of screening me for employment with Huyton Travel Ltd and understand that if offered a position with Huyton Travel Ltd, employment will be subject to satisfactory references from previous employers and satisfactory results from any other background checks that may be required.

I understand that Huyton Travel Ltd will endeavour to carry out all enquiries in a proper and sensitive way and I authorise them to speak to or otherwise communicate with me concerning any ambiguity or other reason, in order that such enquiries can fairly and diligently be carried out.

Candidate Name (IN CAPITALS)

Candidate signature

Date

All information acquired by Huyton Travel Ltd will be treated as strictly confidential. Thank you for taking the time to complete this form.