

APPLICATION FOR EMPLOYMENT



Application for Employment

Transdev Blazefield is an Equal Opportunities Employer

Please complete in BLOCK CAPITALS, using black or blue ink

Position applied for: _____

Location _____ Depot _____ Full Time/Part Time _____

1. Personal Details

Surname: _____ First Name: _____

Address: _____

Post Code: _____ National Insurance Number: _____

Telephone numbers (including STD code)

Home: _____ Work: _____ Mobile: _____

2. Driving Licence Details

If applying for a PCV vacancy your licence must show a "D or provisional D category" - without this we will be unable to conduct a driving assessment.

	Licence Number	No. of Years Held	Type, eg Full/Manual/Auto	Expiry Date
CAR				
LGV				
PCV				
DQC (Existing PCV or LGV licence holders only)				

Do you have your own transport? Yes / No

3. Education and Training

School/College	From	To	Qualifications Gained

4. Employment History over the past 10 years, including any periods of self-employment.

Please indicate TWO companies to whom we can apply for references. (Your current employer will NOT be approached for a reference unless we have made you an offer of employment).

Employer's Name/Address	Position Held	From	To	Reason for Leaving
Referee Yes / No				
Referee Yes / No				
Referee Yes / No				
Referee Yes / No				
Referee Yes / No				

Have you previously applied to work for any member of the Transdev Group of Companies? Yes / No

5. Convictions - Ex-offenders will be considered for employment on their merit. Convictions are only taken into account if they are unspent and relate to the post applied for. Please provide details of all current or pending court or court martial convictions, motoring endorsements or notices of intending prosecutions.

Under the Rehabilitation of Offenders Act 1974 you are not required to provide details of any spent offence. If you are uncertain whether or not your offences are spent, contact your Citizens Advice Bureau for advice. Any false statement or declaration will disqualify you from employment or, if discovered after employment has commenced, will render you liable for instant dismissal.

Date	Nature of offence	Sentence or Court Order

If your job is likely to involve working with children and vulnerable adults, your application will be subject to an Enhanced Disclosure Barring Service (DBS) check.

6. Disability – The Equality Act 2010 defines a disability as “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”. An effect is long term if it has lasted, or is likely to last, more than 12 months. If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

7. Eligibility to Work in the UK

I _____ (print full name) confirm that I am eligible to take up employment in the UK and will provide evidence to this effect prior to starting work with the company.

8. Data Protection Act

I _____ (print full name) give my permission for the company to store and use my sensitive personal data in relation to my application for employment.

I understand that this form covers information relating to my ethnic origin, trade union membership, criminal or alleged offences, and my physical and mental health. I also understand that this is not an exhaustive list.

9. Fair Collection Notice

Personal data in this form may only be used in accordance with the company’s notification under the Data Protection Act 1998. To comply with statutory and Government requirements, data may be disclosed to external agencies. Personal information will not be disclosed to any other third parties without the consent of the Data Subject. Any queries concerning processing of personal data under the terms of the Data Protection Act should be addressed to the company’s Human Resources Department.

Candidate Declaration

I confirm that to the best of my knowledge the information I have provided is correct and I accept that providing deliberately false or incomplete information could result in my rejection for employment or subsequent dismissal.

Signed: _____ Date: _____

The company retains the right to reject any application without assigning a reason. No appointment will be confirmed until references (which will not be taken without the applicant’s prior knowledge and consent) have been received. If they do not reach the standards we require, or if the applicant does not satisfy the medical standards of the company, any previous offer of employment may be withdrawn.

Returning your application

Please check that you have filled in all sections of this application form and signed the candidate declaration above. It will help us to monitor equality in our employment practices if you would also complete and return the Equal Opportunities Monitoring Form. This document is NOT used as part of the selection process.

Human Resources Department, Transdev Blazefield, Queensgate Depot, Colne Road, Burnley, Lancashire, BB10 1HH

EQUAL OPPORTUNITIES MONITORING FORM



Equal Opportunities Monitoring Form

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

All questions are optional. You are not obliged to answer any of the questions but the more information you supply, the more effective our monitoring will be. It will not be placed on your personal file.

Thank you for your assistance.

ABOUT THE VACANCY

Please state which job you have applied for and the closing date given for applications.

Job applied for: _____

Closing date for applications: _____

Where did you hear about this job (please tick)?

Newspaper (please specify) _____

Friend Recruitment company Company website

Other (please specify) _____

GENDER

What is your gender (please tick)?

Male

Female

Prefer not to say

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

GENDER IDENTITY

Do you identify as transgender/transsexual?

Yes

No

Prefer not to say

ETHNIC GROUP

How would you describe your nationality and/or ethnicity (please tick)?

A White:

- British – English, Scottish or Welsh Irish Other White background

B Mixed Race:

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

C Asian or Asian British:

- Indian Pakistani Bangladeshi
 Other Asian background

D Black or Black British:

- Caribbean African Other Black background

E Chinese and other groups:

- Chinese Other ethnic group

F Prefer not to say

AGE

What is your age (please tick)?

- 16-17 18-21 22-30 31-40 41-50
 51-60 61-65 66-70 71+ Prefer not to say

SEXUAL ORIENTATION

How would you describe your sexual orientation (please tick)?

- Heterosexual/'straight'
 Bisexual
 Gay man
 Gay woman/lesbian
 Prefer not to say

If you are lesbian, gay or bisexual, are you open about your sexual orientation?

- Yes Partially No
 At home
 With colleagues
 With your manager
 At work generally

RELIGION OR BELIEF

Please describe your religion or strongly-held belief.

I would describe my religion or belief as: _____

- I have no particular religion or belief
- Prefer not to say

DISABILITY

The Equality Act 2010 defines a disability as a “*physical or mental impairment which has a substantial and long term adverse effect on a persons ability to carry out normal day to day activities*”. An effect is long term if it has lasted, or is likely to last, more than 12 months.

Do you consider you have a disability under the Equality Act (please tick)?

- Yes
- No
- Used to have a disability but have now recovered
- Don't know
- Prefer not to say

Thank you for your time in providing the above information.

This document, and the answers which you have given within it, shall NOT be used as part of the selection process.