

**Job Application Form**

Vacancy Title:

Please tell us how you heard about this vacancy:

**1. Personal details**

Last Name:

First Name:

Address:

  
  

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

**Driving Licence (if applying for driver position)**

Do you hold a full, clean driving licence valid in the UK?

Yes

No

If no, please give details:

Does your licence permit you to drive class D1 vehicles (minibus)?

Yes / No (delete as applicable)

Have you undertaken a MIDAS training course?

Yes / No (delete as applicable)

If so, please provide details of when and where:

Do you hold a current PCV licence?

Yes / No (delete as applicable)

**Convictions/ Disqualifications**

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Enhanced level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

**Medical conditions (if applying for driver position)**

Do you have any medical or eyesight conditions which could affect your ability to drive. If So, please provide details:

**2. Relevant employment / experience**

Please provide details below of any relevant experience:

### 3. Qualifications

#### **Training and Development**

Please use the space below to give details of any training or non-qualification based development **which is relevant to the post** and supports your application.

Training Course	Course Details (including length of course/nature of training)

### 4. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

#### Reference 1

#### Reference 2

<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p>          <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p>          <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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We reserve the right to contact any of your other previous employers within the last three years.

## 5. Declaration

**Statement to be Signed by the Applicant** (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

***I agree that Upper Wharfedale Bus can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.***

***I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.***

Signed:

Date:

If you return this form by email, you will be asked to sign your application at interview