



Ref. No. _____

Thank you for showing your interest in Courtney Buses. Please complete all sections of the application form, if any detail is not applicable, please write N/A. Your application, interview selection and offer of employment will be dependent on the following criteria:

1. Completion of the application form
2. Details entered on the application form.
3. The applicant matching the role requirements
4. Holding a valid UK license with a valid PCV category
5. Proof of employment status
6. Evidence of linguistic skills (English)
7. Evidence of written English
8. A clean, smart appearance
9. Satisfactory driving assessment
10. Passing the interview criteria

Courtney Buses make careful selection of employees and assign employees to the most suitable role to ensure a high level of service and satisfaction to our customers. It is the policy of Courtney Buses to undertake an equal opportunities recruitment policy. All applications will be judged on their own merits and on an individual basis. The interviewing manager reserves the right to absolute discretion.

Ensure you read all sections before completing them and sign the declaration at the end of this document.

Applicants Details

First name: _____ Middle name: _____ Surname: _____

Current address: _____

Postcode: _____

E-Mail address: _____

Home phone No: _____ Mobile No: _____

National insurance No: _____

Do you require a permit to work in the United Kingdom (Yes / No) _____ Any other working restrictions? _____

Is there any restriction with the days/hours you can work? _____

Position applied for: _____

Where did you hear about this position? _____

Driving Licence Details

Licence No: _____ Photo card expiry date: _____

Categories held: _____

PCV (Category D) Held: Yes / No PCV Expiry date: _____

Date you passed PCV test: _____ Last date and company employed driving a PCV: _____

License endorsements (if any): _____

Do you require glasses in order to drive?: Yes / No Date of last eye test: _____

Number of accidents in the last three years (this includes all accidents including **any** vehicle) _____

CPC expiry date: _____ No of hours CPC training: _____

How many years experience have you driving buses in service?: _____

Current or Last Employment

Are you currently unemployed: Yes / No Unemployment commenced: _____

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Please give details of your current employer (If you are currently unemployed, please supply details of your last employer)

Employer: _____ Position: _____

Their address: _____

_____ Postcode: _____

Depot/location based: _____ Start Date _____

Contact No: _____ Contact Name: _____

E-Mail address: _____

Reason for leaving or wishing to leave? _____

Are you in dispute with your current or last employer? _____

Do you currently have or are you likely to attend any tribunal or appeal hearings? _____

In the last twelve months have you been subject to any disciplinary sanctions? _____

Notice period: _____

Please provide two references.

Is this your current employer?

Yes

No

Name

Address

email

Company

Is this your current employer?

Yes

No

Name

Address

email

Criminal Convictions

List any criminal convictions other than "spent" convictions. If none, state "none". _

Personal Statement

In your own words please detail what makes you suitable for the role applied for, including experience & achievements

Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Name: _____

Signature: _____ Date: _____



Access to Personal Information

I, _____ (Print name)

National Insurance No. _____

hereby authorise Courtney Buses and / or its nominated agent to take up references from my previous employer(s), education bodies, personal referees or Government Agencies to verify that the information I have provided is correct and complete.

In addition, I hereby authorise Courtney Buses to collect, retain and process information about me in connection with my employer and in accordance with the data Protection Act.

Signed: _____

Date: _____

Equal Opportunities Monitoring

THIS INFORMATION WILL NOT FORM ANY PART OF OUR RECRUITMENT DECISION

This page will be separated from your application and will be used solely for monitoring purposes

Forename	<input type="text"/>	Date Of Birth	<input type="text"/>
Middle Name	<input type="text"/>	Marital Status	<input type="text"/>
Surname	<input type="text"/>	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
National Insurance No.	<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"/>	Nationality	<input type="text"/>

Do you consider yourself to have a disability? **Yes/No**. If yes, please state the nature of your disability below

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

(If yes, a member of our team will contact you to discuss your requirements)

Please indicate your ethnic origin

A White British English Scottish Welsh Irish European
Any other white background (please specify)

B Mixed White & Black Caribbean White & Black African White & Black Asian
Any other mixed background

C Asia, Asian British Indian Pakistani Bangladeshi Nepalese
Any other Asian background (please specify)

D Black, Black British Caribbean African European
Any other Black background (please specify)

E Chinese, Chinese British Chinese Any other Chinese background (please specify)

F. Other (please specify)

Courtney Buses recognises the benefits of a diverse workforce and is committed to treating all employees equally regardless of race, gender, disability, religion, belief, sexual orientation or age. Applications are welcome from all sections of the community.