

WOKING COMMUNITY TRANSPORT LTD

Job Application Form

Confidential

Title of post applied for:	Driver	Job Type:	Full time : Week on/off : Other p/t : Casual (please circle one)
----------------------------	---------------	-----------	--

Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink. An electronic version of this form is available if you prefer.

1. PERSONAL DETAILS (BLOCKCAPITALS PLEASE)

Surname:		Forenames:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address: Town: Post Code		Tel No (home):	
		Tel No (business):	
		Tel No (mobile):	
		Date of birth:	
Number of years at this address:		Nat. Insurance No:	
E-Mail:			
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	Yes No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Have you lived outside of the UK for 3 or more consecutive months since the age of 16? (please answer YES or NO)			
Driving Licence Number		Number of years licence held:	
Driving convictions in the last 10 years (please provide details)			

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: how obtained, grade and date
--

Other relevant Educational or Training Courses, with dates
--

3. PRESENT (OR LAST) POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			

4. PREVIOUS EMPLOYMENT

Name and Address of Employer	Position(s) held	Reason for leaving	From	To	Final salary
Description of duties:					

Name and Address of Employers	Position(s) held	Reason for leaving	From	To	Final salary
Description of duties:					

Name and Address of Employers	Position(s) held	Reason for leaving	From	To	Final salary
Description of duties:					

Please continue on another sheet if necessary

Have you had any material (e.g. 1 year) gaps in your employment?. If yes, please provide relevant details:

5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB

--

6. REFERENCES

Referee 1 (Employment) Referee 2 (Character)

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.	Yes No	Please state if we may obtain this reference prior to interview.	Yes No

7. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)
--

Disability Discrimination Act 1995

Do you consider yourself to be disabled under the Disability Discrimination Act?	Yes No
If Yes, please provide further details:	

Criminal Convictions and Records

<p>We strongly encourage all applicants called for interview to provide details of any “unspent” criminal convictions, cautions, or bind-overs prior to the interview taking place. This information should be sent separately in an envelope marked “Confidential” to The Administration Manager (see address at end of application form). This information will only be seen by those who need to see it as part of the recruitment process.</p> <p>Because this position involves working with vulnerable adults and children, an enhanced Criminal Records Bureau (CRB) Disclosure will be required in respect of the successful applicant.</p>

Please notify us of any dates you are NOT available for interview:
Where did you learn of the post?

8. DECLARATION

<p>I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.</p> <p>I also understand that any offer of employment is subject to a satisfactory outcome regarding references, medical examination and CRB Disclosure.</p>			
Signature:		Date:	
Name:			
<p>The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.</p>			

PLEASE NOTE:

If you are selected for interview you will be asked to bring your:

- Driving licence (both parts if relevant)
- Passport
- A document (e.g. a payslip, P60, or a letter from HMRC) showing your National Insurance number.

WCT Equality and diversity monitoring form

Woking Community Transport wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The society needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information provided will be stored either paper based or electronically in accordance with GDPR and will be used solely to monitor our recruitment against our Equal Opportunities policy.

Gender Man Woman Intersex Non-binary Prefer not to say
If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual

Prefer not to say If you prefer to use your own term, please specify here

.....

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say