

# WOKING COMMUNITY TRANSPORT LTD

Job Application Form

Confidential

|                            |                  |           |  |
|----------------------------|------------------|-----------|--|
| Title of post applied for: | <b>Driver/PA</b> | Job Type: | Full time: P/T : Casual: School contract (please circle one) |
|----------------------------|------------------|-----------|--|

Please write clearly in black ink. Return the completed form to Woking Community Transport, Red House, Cemetery Pales, Brookwood. GU24 0BL.

## 1. PERSONAL DETAILS (BLOCKCAPITALS PLEASE)

|  |   |   |  |
|--|---|---|--|
| Surname:   |   | Forenames:  |  |
| Former surnames if different:  |   | Preferred Name or Title (Optional):   |  |
| Address:<br><br>Town:<br>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?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If you already have a work permit, when does it expire?<br>(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:       |  |

|  |   |  |   |
|--|---|--|---|
|  |   |  |   |
| Please state if we may obtain this Reference prior to interview. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Please state if we may obtain this Reference prior to interview. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

## 7. OTHER INFORMATION

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

### Equality Act 2010

|  |  |
|--|--|
| Please advise if you require access requirements if attending an interview | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes, please provide further details:                                    |  |

### Criminal Convictions and Records

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 HR 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.

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.

Please notify us of any dates you are NOT available for interview:

Where did you learn of the post?

## 8 . DECLARATION

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.

I also understand that any offer of employment is subject to a satisfactory outcome regarding references, medical examination and DBS Disclosure.

|            |  |       |  |
|------------|--|-------|--|
| Signature: |  | Date: |  |
| Name:      |  |       |  |

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.

**PLEASE NOTE:**

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

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

HR Manager  
Woking Community Transport  
Red House  
Cemetery Pales  
Brookwood  
GU24 0BL.