



# Woking Community Transport

## Job Application form – Confidential

Please write clearly in black ink, return to Red House, Cemetery pales, Brookwood, GU24 0BL.

### Position applied for:

### Your details (please use capital letters)

Name:	
Address:	
Phone:	
Email:	
National Insurance no:	
Nationality:	
Driving Licence Number:	
Number of years licence held:	
Driving convictions in the last 10 years:	Yes / No (Please specify)

## Education and training

Please give details:

## Relevant qualifications

Please give details:

## Employment history

Your current or most recent employer

Name of employer:	
Address:	

Job title:	
Salary range:	
Employment Dates:	
Reason for leaving:	
Description of Duties:	

### Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Name & address	Position held	Reason for leaving	From	To



**Please state if you have had any gaps in employment:**

**Supporting statement**

Please tell us why you applied for this job and why you think you are the best person for the job.



## **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**

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, Moorcroft, Old School Place, Woking. GU22 9LY

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 DBS check (Disclosure and Barring Service) will be required in respect of the successful applicant.

## **Right to work in the UK**

Do you need a work permit to work in the UK? Yes / No

(Please note that your current work permit may not be valid for this post.)

## **Enhanced DBS (information required)**

Do you have a valid passport: Yes / No

If yes please provide your passport number, start date and expiry date

How long you have lived at your current address?

Please provide information in the box below:

What activates outside of work interest you?

**References**

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made.

Do you give permission to contact your current employer: Yes / No

Referee 1

Referee 2:

Name:		Name:	
Organisation:		Organisation:	
Position:		Position:	
Contact details:		Contact Details:	

**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

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.