

## Application for Employment

Family name

Forename(s)

What name do you like to be known by?

Home address and postcode

E-mail address

Phone number we can most easily contact you on

Do you have a full current PCV licence? State Yes/No

If YES do you have a current drivers CPC card? State Yes/No

Expiry date:

Position applied for:

In your view, what makes the ideal person for this job?

## Application for Employment

What makes you want to come and work for Ipswich Buses and why do you think we would want to employ you?

Please tell us about all the previous main jobs you have had. You may need to add another page if you've had a lot of different jobs. Please explain any gaps in employment. If you'd like to explain more about a particular job and why the role and experience are relevant to this job at Ipswich Buses please add another sheet.

| Employer | Job Title | Start Date | Left Date | Did you deal with Customers? | Reason for Leaving? |
|----------|-----------|------------|-----------|------------------------------|---------------------|
|          |           |            |           |                              |                     |
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# Application for Employment

For us to consider you for this position you must have the right to work in the UK, so please do not submit this form until you have the right to work here. Please confirm which of the following applies to you, we will need to see appropriate documentation at some point:-

- I am a UK/EU citizen
- I have indefinite leave to remain in the UK – in accordance with the Immigration, Asylum and Nationality Act 2006
- I have limited leave to remain in the UK – expiring on .....

What qualifications and certificates do you have, for example - GCSE/CSE/GCE?

Other degree/professional qualifications/vocational qualifications (such as NVQs, diplomas etc)

Any courses you've attended at work which might help you do this job?

Do you have any hobbies, interests or commitments that have given you further skills relevant to this job?

Have you been employed by Ipswich Buses before? YES  NO

Have you been interviewed by Ipswich Buses before? YES  NO

Have you been trained by Ipswich Buses before? YES  NO

Please confirm driving licence details (if any):-

Driving licence number (Eg JONES123456AS9AN):-

Full groups (section 9 of a photocard licence) :-

Have you ever been disqualified from holding a driving licence? YES  NO

Do you have any endorsements on your licence? YES  NO

In order to be safe and legal we ask permission to check employees licence status on line. By completing this form you are agreeing to assist us with this process.

## Declaration

All Motoring Offences, unspent criminal convictions and legal proceedings:-

Please give full details of any motoring offences, unspent criminal convictions and past or current legal proceedings, with the exception of offences that are deemed spent under the terms of the Rehabilitation of Offenders Act 1974. If this section does not apply to you, please write NONE. Any false statement may disqualify you from employment or, if discovered after employment has commenced, may render you liable to summary dismissal. Please continue on a separate sheet if necessary.

| Court Code or Licence Code | Date of Conviction | Nature of Offence or Offence Code | Sentence of Court/ Points on Licence |
|----------------------------|--------------------|-----------------------------------|--------------------------------------|
|                            |                    |                                   |                                      |
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If you are applying for a bus driving job please be aware that there are strict medical criteria laid down by the DVSA. If you have health problems you may save yourself disappointment by checking out these criteria before going ahead with your application. We also test regularly for alcohol and drugs abuse as part of the pre-employment medical and through routine random checks.

Bus companies like ours run almost 24/7. That means everyone has to take their fair turn of shifts, including working most Saturdays, and about half the daytime shifts finish after 7pm. In addition much of our work involves contracts for Suffolk County Council and in order to ensure staff flexibility we check all staff through the Disclosure and Barring Service.

If you were successful in this application would you wish to continue any other part time or casual work? YES  NO

If YES please explain what

Please give us two people we can write to for a reference (we won't normally do this unless you've already accepted a provisional job offer). At least one of these people must be a former employer (or school/college if you have not worked before), the other can be a personal reference not related to you.

Ref 1:-  
Name and Address

Ref 2:-  
Name and Address

By submitting this form and any extra pages I confirm I have provided a complete and truthful statement. Sign and Date in the box:

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## Ethnic Origin

Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of discrimination on the grounds of sex/race/marital status. This information is used for no other purpose and will be treated as confidential.

Male  Female

## Ethnic Groups

- White
- Black-African
- Black-Caribbean
- Black- Other
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Irish
- White

Other - please state

## Health

Are you in good health? YES  NO

Are there any disabilities which may affect your application YES  NO

If so, please describe disabilities below and

- a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.
- b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

## General Conditions of Employment

Employees are admitted to Ipswich Buses' service (hereafter referred to as the Company) only under the following conditions

That employment with the Company shall be subject to receipt of satisfactory references and that a Medical Examination by the Company's Medical Officer must be satisfactorily completed before engagement and at such times afterwards as may be considered necessary by the Company. A satisfactory CRB check must be completed.

That a twelve-month probationary period shall apply from the date of commencement with assessments at 3 monthly intervals to determine any action required prior to the end of probation.

That employees shall undergo training with a qualified person. Training is an ongoing programme and employees shall attend seminars, courses and sessions that the Company consider will benefit their continued employment. Failure to accept training or refresher programmes may result in termination of employment.

That failure to disclose any proceedings, convictions or any unspent convictions within the terms of the Rehabilitation of Offenders Act 1974 shall entitle the Company to terminate employment.

That wages will be paid one week in arrears of the week that they are earned and that payment is by credit transfer to an approved Bank or Building Society account. On termination of employment this amount will be recovered if there is no outstanding monies owed to the Company.

That all employees acquaint themselves with the agreements set in place for taking holiday entitlement and they must in all instances have their supervisor's authority. The Company cannot guarantee to honour any holiday commitment employees may have in advance of obtaining the necessary authority. Driver's holidays will be allocated by a holiday block rota system.

That they shall not be entitled to wages for any time during which they are absent from work through sickness or other causes, save as provided for within the Company's agreement.

The Health and Safety regulations shall be complied with at all times.

That they shall conform to the Company's Drugs and Alcohol Policy.

That they shall work in harmony with all other employees.

That they shall acquaint themselves with and conform to all existing or future rules and regulations of the Company as stated in Company Rule Book and the terms and conditions of any agreement which the Company considers to be applicable to employees and which may from time to time be in force between the Company and the recognised Trade Unions.

That UNITE are recognised as the body with which the Company negotiates the terms and conditions. Rates of pay are also subject to agreement between the Company and the UNITE.

That they shall present themselves for duty at the appointed time and place each day and shall be properly dressed in accordance with regulations and agreements. Any uniforms shall be kept in a clean and tidy condition.

That any employee may be temporarily transferred to another location or other duties when the Company may require it.

That all work performed shall be of a standard consistent with the requirements of the Company and legislation.

That in the event of a grievance occurring they shall follow the agreed procedure.

That in the event of their undertaking other simultaneous employment they shall ensure that it does not conflict with their obligations to the Company and any employment outside of the Company must be disclosed under the WTD regulations.

That no employee shall be allowed to work in any capacity for another PSV, Taxi or Hackney Carriage operator, including applying for or making use of a PSV operators licence. Offenders will be dismissed from the Company.

That whilst in employment they shall not communicate or divulge any person, including representatives of the press and broadcasting media, any information relating to the business affairs of the Company.

That no employee shall make any unauthorised use of any computer or electronic equipment belonging to the Company.

That they shall recognise harassment on grounds of sex, race or disability is directly contradictory to Company policy and will be treated as gross misconduct.

That damage to or loss of property belonging to the Company caused by neglect, or loss or discrepancies in monies received and handled on behalf of the Company, shall be made good by deduction from wages.

That on leaving the Company's service, they shall return all property and monies belonging to the Company, issued to them or held by them. The value of any unreturned article or money will be deducted from wages due at the time of leaving.

That any employee tendering his or her resignation shall do so in writing as laid down in the Terms and Conditions of Employment. Employees failing to work the required notice may forfeit any holiday pay entitlement.