

Application form for employment

Please complete in **BLOCK CAPITALS** and tick boxes where appropriate.

Preferred Location (please tick at all that apply)

Fulwell	<input type="checkbox"/>	Hounslow	<input type="checkbox"/>	Edgware	<input type="checkbox"/>
Park Royal	<input type="checkbox"/>	Hounslow Heath	<input type="checkbox"/>	Harrow	<input type="checkbox"/>
Tolworth	<input type="checkbox"/>	Shepherds Bush	<input type="checkbox"/>	Twickenham	<input type="checkbox"/>
Stamford Brook	<input type="checkbox"/>				

Personal Details

Title Mr Mrs Miss Ms

Surname

First Name

Address

Postcode

Tel no.

Mobile no.

Email address

NI number (optional)

Have you ever been employed by an RATP Dev group company, including London United Busways, London Sovereign, United Motorcoaches, Epsom coaches, The Original Tour; or any other passenger transport company?

Yes No

Name and address of garage

Dates of Employment From: To:

Employee no.

Job title

Name of person for reference purposes

Reason for leaving

How did you learn about this job?

Website Advertisement Other

Job centre Friend/Relation

Employment History (during the last 5 years)

Start from your present job and work backwards. Include all jobs, HM forces, and any periods of unemployment. For periods of unemployment state the full address of the Department for Work and Pensions (DWP) office where you signed on. If self-employed give the name and address of your accountant.

Name & Address of Employer	
Job Title	
Dates of employment	From: _____ To: _____
Name and contact details of person for reference purposes	
Reason for leaving	

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Reason for leaving	

Continue on a separate sheet if needed.

May we contact your current or previous employers for a reference prior to a formal job offer?

Yes

No



Driving licence details

How many years have you been driving?

How many years have you been driving in the UK?

For how many years have you held a full British licence?

Please state which type of licence you hold.

Automatic Manual

Do you hold a PCV licence?

Yes No

If 'Yes' please provide expiry date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Driving licence number

Expiry date of your licence

D	D	M	M	Y	Y	Y	Y
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If you have any driving convictions or endorsements on your licence, please specify:

*** Only for PCV / Provisional D holders

Do you hold a Driver's CPC?

Yes No

Please state which organisation provided your PCV training.

Have you undertaken any periodic training (Driver CPC)?

Yes No

If yes, how many hours have been accredited?

Do you hold a qualification in 'Operating a bus service in London' (BTEC) or a 'Certificate in Professional Bus Driving for London' (City & Guilds)?

Yes No

Personal Statement / Application

Please explain why you are applying to be a bus driver and how your skills and experience match those on the job description and the behaviours expected of our employees. Include any further information to support your application for employment with our company.

Convictions, legal proceedings and motoring offences (including points on your licence)

Convictions are only taken into account if they are related to the post applied for. Please enter details of any court or court martial or criminal conviction below (include any licence endorsements and points). If you have no convictions then write NONE.

The Rehabilitation of Offenders Act, 1974. You do not need to enter details of any offence which is **spent** under the terms of the Act. If you are uncertain whether or not your offences are spent, contact your local Citizens Advice Bureau for confidential advice. Providing incorrect or untrue information will result in the company not employing you or you being dismissed.

Date	Nature of offence or attachment of earnings order	Sentence or Court Order with costs

Data Protection Act

The company will hold and process the personal data given in this form in accordance to the Data Protection Act 1998. To comply with statutory and Government requirements, personal data may be disclosed to external agencies. Personal data may be disclosed to other companies in the RATP Dev Group but will not be shared with any other third parties without your consent. References to personal data include sensitive personal data (which includes but is not limited to details of any convictions).

I (PRINT FULL NAME) give permission for the company to hold and process my sensitive personal data in relation to my application for employment.

Any queries concerning your personal data under the terms of the Data Protection Act should be addressed to the RATP Dev London Human Resources Department.

Candidate declaration

The information given by me in this application is true and I understand that giving false or incomplete information could result in my rejection for employment or subsequent dismissal.

Signed Date

Offers or employment will be conditional on references (which will all be taken up without your prior knowledge and consent) being received. If they do not reach the standards we require, or if you do not satisfy the medical standards or criminal history standards of the company you may not start employment with the company.

Returning your application

Please check that you have filled in all sections of this application form and signed the candidate declaration above. Then post your application to the address below:

Garrick House, Stamford Brook Garage, 74 Chiswick High Road, London, W4 1SY

Alternatively, you can email your application to: driverrecruitment@ratpdevlondon.com

**Equal Opportunities
Monitoring Information**

The following information is to be supplied for monitoring purposes only and will not be used as part of the selection process.

Ethnic origin

Please tick or complete the following boxes as appropriate.

I describe my ethnic origin as:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> White European | <input type="checkbox"/> White Other | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Black African | <input type="checkbox"/> Black Other |

If you do not feel that any of the above groups apply to you then tick V and specify how you classify yourself:

Sex Male Female Other Prefer not to say