



Ref. No. _____

APPLICATION FORM

Thank you for showing your interest in Courtney Buses. Please complete all sections of the application form, if detail is not applicable, please write N/A. Your application, interview selection and offer of employment will be dependent on the following criteria:

1. Completion of the application form
2. Details entered on the application form.
3. The applicant matching the role requirements
4. Holding a valid UK license with a valid PCV category
5. Proof of employment status
6. Evidence of linguistic skills (English)
7. Evidence of written English
8. A clean, smart appearance
9. Satisfactory driving assessment
10. Passing the interview criteria

Courtney Buses make careful selection of employees and assign employees to the most suitable role to ensure a high level of service and satisfaction to our customers. It is the policy of Courtney Buses to undertake an equal opportunities recruitment policy. All applications will be judged on their own merits and on an individual basis. The interviewing manager reserves the right to absolute discretion.

Ensure you read all sections before completing them and sign the declaration at the end of this document.

Applicants Details

First name: _____ Middle name: _____ Surname: _____

Current address: _____

Postcode: _____

E-Mail address: _____

Home phone No: _____ Mobile No: _____

National insurance No: _____

Do you require a permit to work in the United Kingdom (Yes / No) _____ Any other working restrictions? _____

Is there any restriction with the days/hours you can work? _____

Position applied for: _____



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Driving Licence Details

Licence No: _____ Photo card expiry date: _____
Categories held: _____
PCV (Category D) Held: Yes / No PCV Expiry date: _____
Date you passed PCV test: _____ Last date and company employed driving a PCV: _____
License endorsements (if any): _____
Do you require glasses in order to drive?: Yes / No Date of last eye test: _____
Number of accidents in the last three years (this includes all accidents including **any** vehicle) _____
CPC expiry date: _____ No of hours CPC training: _____ Date(s): _____
How many years experience have you driving buses in service?: _____

Current Employment

Are you currently unemployed: Yes / No Unemployment commenced: _____

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Please give details of your current employer (If you are currently unemployed, please supply details of your last employer)

Employer: _____ Position: _____
Address: _____
_____ Postcode: _____
Depot/location based: _____ Start Date _____
Contact No: _____ Contact Name: _____
E-Mail address: _____
Reason for leaving or wishing to leave? _____

Are you in dispute with your current or last employer? _____
Do you currently have or are you likely to attend any tribunal or appeal hearings? _____
In the last twelve months have you been subject to any disciplinary sanctions? _____
Notice period: _____



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Employment History

Please list below your past employment for the last five years beginning with the most recent prior to your current employer. Explain any employment gaps.

Name and address of Employer	Dates	Job Title	Reason for leaving
	From To	Position	
	From To	Position	
	From To	Position	
	From To	Position	
	From To	Position	



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Membership of Professional Bodies

Please list your membership of any professional body or organisation including trade unions that is relevant to this role

Education & Vocational Qualifications

Name of school: _____ Date from: _____ Date to: _____

Subjects taken & Grades: _____

Details of Further Education: _____

Details of Vocational awards _____

Please list any internal training: _____



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Medical & Health

Do you currently have any illness or injury that could prevent you from carrying out your duties in a safe manner? _____

Are you taking or prescribed any medication? _____

Do you have a condition that is reportable to the DVLA (Diabetes, heart and blood pressure related conditions, sleep apnoea, physiological conditions)?

Date of last medical: _____

How many unscheduled days of work have you missed in the last twelve months? _____

It is the policy of Courtney Buses to send an employee for a medical examination either periodically or for a specific reason.

It is the policy of Courtney buses to undertake drug & alcohol testing at any time.

Criminal Convictions

List any criminal convictions other than "spent" convictions. If none, state "none".

Have you ever had or do you hold a criminal record bureau check (CRB)? YES/NO

It is the policy of Courtney Buses to undertake CRB checks on all employees. Are you willing to undertake a CRB check? _____

Do you have to attend court for any reason in the next twelve months? _____



Access to Personal Information

I, _____ (Print name)

National Insurance No. _____

hereby authorise Courtney Buses and / or its nominated agent to take up references from my previous employer(s), education bodies, personal referees or Government Agencies to verify that the information I have provided is correct and complete.

In addition, I hereby authorise Courtney Buses to collect, retain and process information about me in connection with my employer and in accordance with the data Protection Act.

Signed: _____

Date: _____