



Job Application form

Name

Welcome to Transdev

This short application form will help speed up the recruitment process and ensure we have all the information we need to help process your details quickly. If you need any assistance, just give us a shout - all our contact details can be found at transdevbus.co.uk

We are an equal opportunities employer. We have some specific questions towards the end of the form which helps ensure we continue to knock down perceived barriers around equality and diversity.

Personal Details

Surname		First Name	
Address			
Postcode		National Insurance Number	
Home Number	Mobile Number		Work Number
Email Address			

How You Found Us

Where did you hear about this job? Please circle			
Newspaper	Friend	Recruitment Company	Company website
Other (please specify)			

Driving Licence Details

Driving Licence Number			
	Number of years held	Expiry Date	Codes (eg 01 glasses)
CAR			
LGV			
PCV			
DQC Number			
Do you have your own transport? YES NO			

Education and Training

School/College/University	From	To	Qualification Gained

Employment History

Over the past 10 years, including any period of self employment.

Please also indicate **two** companies to whom we can apply for reference.

Your current employer will **not** be approached for a reference unless we have made you an offer of employment.

Employer's Name/ Address	Position Held	Date From	Date To	Reason for Leaving

Have you previously applied for any member of the Transdev Group of companies? YES | NO

Convictions

Ex-offenders will be considered for employment on their merit. Convictions are only taken into account if they are unspent and relate to the post applied for. Please provide details of all current or pending court or court marital convictions, motoring endorsements or notices of intending prosecutions.

Under the Rehabilitation of Offenders Act 1974 you are not required to provide details of any spent offence. If you are uncertain whether or not your offences are spent, contact your Citizens Advice Bureau for advice. Any false statement or declaration will disqualify you from employment or, if discovered after employment has commenced, will render you liable for instant dismissal.

Date	Nature of offence	Sentence of court date

As our roles involve working with children and vulnerable people an enhanced DBS check is required

Disability

The Equality Act 2010 defines a disability as “a physical or mental impairment which has substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. An effect is long term if it has lasted, or is likely to last, more than 12 months. If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

Eligibility to Work in the UK

I(print full name) confirm that I am eligible to take up employment in the UK and will provide evidence to this effect prior to starting work with the company.

Data Protection Act

I(print full name) give permission for the company to store and use my sensitive data in relation to my application for employment.

I understand that this form covers information relating to my ethnic origin, trade union membership, criminal or alleged offences, and my physical and mental health. I also understand that this is not an exhaustive list.

Fair Collection Notice

Personal data in this form may only be used in accordance with the company's notification under the Data Protection Act 1988. To comply with statutory and Government requirements, data may be disclosed to external agencies. Personal information will not be disclosed to any other third parties without the consent of the Data Subject. Any queries concerning processing of personal data under the Data Protection Act should be addressed to the company's Human Resources Department.

Candidate Declaration

I confirm that to the best of my knowledge the information I have provided is correct and I accept that providing deliberately false or incomplete information could result in my rejection for employment or subsequent dismissal.

Signed Date.....

The company retains the right to reject any application without assigning a reason. No appointment will be confirmed until references (which will not be taken without the applicant's prior knowledge and consent) have been received. If they do not reach the standard we require, or if the applicant does not satisfy the medical standard of the company, any previous offer of employment may be withdrawn.

Returning your application

Please check that you have filled in all sections of this application form and signed the candidate declaration above. It will help us monitor equality in our employment practices if you would also complete and return the Equal Opportunities Monitoring Form. This document is not used as part of the selection process.

The Academy, Transdev, Prospect Park, Broughton Way, Harrogate, HG2 7NY

A Bit More About You

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. The following questions are intended to help us maintain equal opportunities best practice and identity barriers to workforce quality and diversity.

All questions are optional. You are not obliged to answer any of the questions but the more information you supply, the more effective our monitoring will be. It will not be placed on your personal file and it will not be used as part of the selection process.

Gender

What is your gender? Please circle

Male	Female	Prefer not to say
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(If you are undergoing gender reassignment, please use the gender identity you intend to acquire)

Gender Identity

Do you identify as transgender/transsexual

Yes	No	Prefer not to say
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Age

What is your age bracket? Please circle

16-17	18-21	22-30	31-40	41-50	51-60
61-65	66-70	71+	Prefer not to say		

Ethnic Group

How would you describe your nationality and/or ethnicity. Please circle

WHITE	British (English, Scottish, Welsh)	Irish	Other White Background	
MIXED RACE	White and Black Caribbean	White and Black African	White and Asian	Other Mixed Background
ASIAN OR ASIAN BRITISH	Indian	Pakistani	Bangladeshi	Other Asian Background
BLACK OR BLACK BRITISH	Caribbean	African	Other Black Background	
CHINESE AND OTHER GROUPS	Chinese	Other Ethnic Group		
Prefer not to say				

Sexual Orientation

How would you describe your sexual orientation. Please circle

Heterosexual/'Straight'	Bisexual	Gay Man
Gay Woman/Lesbian	Prefer not to say	Other (please specify below)

Are you open about your sexual orientation?

Yes	No	Partially
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At home

At work generally

With your manager

Religion Or Belief

Please describe your religion or strongly-held belief

I have no particular religion or belief

Prefer not to say

I would describe my religion or belief as:

Disability

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long term adverse effect on a persons ability to carry out normal day to day activities". An effect is long term if it has lasted, or is likely to last more than 12 months.

Do you consider yourself to have a disability under the Equality Act?

Yes

No

Used to have a disability but have now recovered

Don't know

Prefer not to say

Thank you for your time in providing the above information.

**This document, and the answers which you have given within it,
shall not be used as part of the selection process.**