



Application for Employment

Note – this form is for use for normal TTOL applications – a different form must be used for applications for roles in regulated activities such as the specialist transport of children and vulnerable adults etc.

PRIVATE & CONFIDENTIAL

This form should be completed in black or blue ink and please tick boxes where applicable

Please answer **ALL** the questions. Failure to complete this application form **FULLY** may result in your application being rejected.

Please ensure you read the Guidance Notes at the end of this form before completing.

If there is not enough room on this form, please write on another sheet and send it with your form.

Job Applied For:	Location (s):
Job Reference No.:	
How did you hear about this vacancy?	

PERSONAL DETAILS

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
Surname:	First Name:
Address:	
	Postcode:
Home Phone:	Mobile Phone:
Email:	
<i>By supplying your email address and mobile number, you agree that Tower Transit may use these to communicate with you regarding this application, and, should you be employed, on other work-related matters</i>	



ADDITIONAL INFORMATION

Have you applied to work for Tower Transit before? YES/NO

If YES, please give details:

LICENCES

Driving Licence Entitlement:

Car PCV (Prov) PCV (Full) HGV

Endorsements:

Yes No

No. of points (complete if applicable)

Endorsement Code:

Have you been disqualified from holding a licence in the last 5 years? Yes No

For PCV Licence Holders only (required for Driver Certificate of Professional Competence)

Date PCV licence issued:

For Driver Qualification Card Holders (DQC)

Date DQC issued:

DQC expiry date:

Number of hours of driver CPC training completed:

CAREER/EMPLOYMENT DETAILS

Please include details of present most recent employment or unemployment covering the last 5 years of employment. Remember to include any periods of voluntary work, caring, homemaking or unemployment in this section. Please remember to include dates.



CURRENT

Employer Name:	Job Title of Position Held:	
Employer Address (state full address/Email/telephone) Please specify a contact who can be approached for the reference	Date Started:	Date Finished:
Reason for Leaving:		

PREVIOUS

Employer Name:	Job Title of Position Held:	
Employer Address (state full address/Email/telephone) Please specify a contact who can be approached for the reference	Date Started:	Date Finished:
Reason for Leaving:		



Employer Name:	Job Title of Position Held:	
Employer Address (state full address/Email/telephone) Please specify a contact who can be approached for the reference	Date Started:	Date Finished:
Reason for Leaving:		

Employer Name:	Job Title of Position Held:	
Employer Address (state full address/Email/telephone) Please specify a contact who can be approached for the reference	Date Started:	Date Finished:
Reason for Leaving:		

Continue on a separate sheet of paper if necessary



WHY DO YOU WANT TO WORK FOR TOWER TRANSIT?

Please tell us why you wish to work for Tower Transit. What skills and abilities do you have that may help you in this job?

Please use additional sheets as required.

EDUCATION AND TRAINING

You only need to give us details of your education and training that you feel is relevant to the job you are applying. (e.g: CPC/City & Guilds/GCSE/Degree/BTEC)

Qualifications/Courses	Result/Grade	School/College/Organisation



CONVICTIONS AND MOTOR OFFENCES

Please answer the following questions - please note that you do not have to declare convictions that are “spent” under the terms of the Rehabilitation of Offenders Act 1974 (or any subsequent Act replacing the same). **Please see guidance notes at the end of this form.**

NOTE – OFFENSES / CONVICTIONS / PROCEEDINGS IN FOREIGN COUNTRIES OUTSIDE THE UK MUST ALSO BE DECLARED

Have you ever been convicted of a criminal offence?

Yes No

If yes, please give dates and details of the offence and the sentence / fine:

Have you ever been convicted of a motoring offence(excluding parking fines)? Yes No

If yes, please give dates and details of the offence and the sentence / fine:

Are you currently involved in proceedings which may lead to conviction?

Yes No

If yes, please give dates and details of the proceedings:

ADDITIONAL INFORMATION

REFERENCES

Offers of employment are subject to receipt of satisfactory references – normally from your two most recent employers (or in the case of unemployment or education the job centre contact or academic reference (school teacher or college tutor).

Please provide details below for two referees.

Please tick the box below to confirm your consent for Tower Transit to take up references should you be successful at interview and an offer of employment is made and accepted.



Current

Previous

Name: (reference 1)	Name: (reference 2)
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Job Title	Job Title

I declare that the information given by me on this form is correct in every detail.

I am aware that failure to disclose facts or information relevant to the job may result in my employment being terminated.

Signature of Applicant: _____ Date: _____

EQUAL OPPORTUNITIES

The information you give us in this section will not be used in the decisions we make about who we choose to interview, during the interview or job offer processes. These questions are recommended by various organisations and advisory bodies to make sure that we treat everyone fairly and equally.

If you want to opt out of giving us this information please tick box

Choosing not to complete this section will in no way affect your application.



Name:		Gender: Male <input type="checkbox"/>		Female <input type="checkbox"/>	
Date of Birth:					
Marital Status:		Married <input type="checkbox"/>		Civil Partnership <input type="checkbox"/>	
		Separated <input type="checkbox"/>		Widowed <input type="checkbox"/>	
Do you consider yourself to have a disability?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, what is the nature of your disability?					
Nationality:					
I would describe my ethnic origin as:					
White:		British <input type="checkbox"/>		European <input type="checkbox"/>	
				Any other white <input type="checkbox"/>	
				background	
Mixed:		White & Black <input type="checkbox"/>		White & Black <input type="checkbox"/>	
		Caribbean		African	
				Any other mixed <input type="checkbox"/>	
				background	
Black or Black British:		Caribbean <input type="checkbox"/>		African <input type="checkbox"/>	
				Any other black <input type="checkbox"/>	
				background	
Chinese or other Ethnic Group:		Chinese <input type="checkbox"/>		Other Ethnic group <input type="checkbox"/>	
Asian or Asian British:		Indian <input type="checkbox"/>		Pakistani <input type="checkbox"/>	
				Bangladesh <input type="checkbox"/>	
				Any other Asian background <input type="checkbox"/>	



EMERGENCY CONTACT DETAILS

Name:		
Relationship:		
Mobile No:	Work No:	Home No:
Address:		

GUIDANCE NOTES FOR APPLICANTS

We really want you to do well at interview. This application form plays an important part in deciding whether you will be offered an interview for the job you are applying for. If you are selected it will also be used during the interview itself. It is vital you complete this form fully and as accurately as possible.

The following advice is to help you to complete the application form.

- Information you give will be treated in an appropriately confidential manner.
- If there is not enough room on this form, please write on a separate sheet of paper and send it with this form.
- Read the application form and any other details carefully.

The Advertisement, Job Description or Person Specification

Where applicable these documents will tell you what skills, abilities and knowledge (also known as competencies) we are looking for.

Why do you want to work for Tower Transit?

Write down your ideas on a sheet of paper before completing this section of the application form. Tell us about your skills, abilities and knowledge you possess to do the job as fully as you can. Do not forget to tell us about any paid or unpaid work you have done, or are doing, including work within the community or skills acquired in running a home and/or organising a family, if this has been a major part of your life.



Convictions and Motoring Offences

According to the Rehabilitation of Offenders Act, a conviction is “spent” once a period has passed since the conviction. See the table below

Sentence	Rehabilitation period after which conviction is spent
Civilian Convictions	
A sentence of imprisonment (or youth custody) for more than 6 months, but not more than 30 months	Ten Years
A sentence of imprisonment (or youth custody) for a term not exceeding 6 months	Seven Years
A fine or any other sentence subject to rehabilitation under the Act, for example community service or any endorsement for a driving offence	Five Years
A fine for a motoring offence (other than parking tickets) where the licence was not endorsed	One Year
Service Convictions	
A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty’s Service	Ten Years
A sentence of dismissal from Her Majesty’s Service	Seven Years
A custodial order of more than six months	Five Years
A custodial sentence of six months or less	Three years

The rehabilitation periods stated above are cut in half where the person was under 18 years of age at the time of his or her conviction.

**Exclusions:**

Certain sentences are excluded from rehabilitation under the Act (Rehabilitation of Offenders Act 1974, Section 5) including:

- A sentence of life imprisonment
- A sentence of preventive detention
- A sentence of imprisonment, youth custody or corrective training for a term exceeding 30 months.

These are never considered spent and must always be declared.

Data Protection Act

Tower Transit will hold the information you provide on this application form in accordance with the Data Protection Act 1998 (or subsequent Data Protection Laws or amendments). By submitting this application form you acknowledge and agree that Tower Transit is permitted to generate and hold data about you as part of its personnel and other records and that Tower Transit may process such information during business. The information contained in this form may be held on our computer database for future reference and monitoring purposes by Tower Transit and other companies in the Tower Transit Group.

Equal opportunities

Tower Transit is an Equal Opportunities Employer. Applications are welcomed from all people with relevant skills and abilities for the job. To help us to monitor our Equal Opportunities responsibilities please ensure you complete the Job Reference number (if you know it) on this application for employment.