



Tower Transit

London Bus Operations

APPLICATION FOR EMPLOYMENT

Application for Employment

PRIVATE & CONFIDENTIAL

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

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

Please read the Guidance Notes for applicants included with this form before you fill it out

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

Job Applied For:	Location (s):
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:	
Do you require a visa/work permit to take employment in the United Kingdom? YES/NO	
If YES what type of visa/work permit do you have and are you restricted by the type of employment you can take or the number of hours you are permitted to work (for example, Student Visa)? Please give details below:	

ADDITIONAL INFORMATION

Have you worked for Tower Transit or any other bus company before? YES/NO
If YES, please give details:

Have you applied to Tower Transit for a job before? YES/NO
If YES, please give details:

LICENCES

Driving Licence Entitlement: Car <input type="checkbox"/> PCV (Prov) <input type="checkbox"/> PCV (Full) <input type="checkbox"/> HGV <input type="checkbox"/>	
Endorsements: Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of points (complete if applicable)
Endorsement Code:	Have you been disqualified from holding a licence in the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>
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:	

ABOUT YOUR HEALTH

Please let us know if you have a disability that may make it difficult for you to attend an interview or assessment relevant to the role you are applying for. This will allow us to consider what adjustments, if any, can be put in place to assist you in the recruitment process.

CAREER/EMPLOYMENT DETAILS

Please include details of present or most recent employment and all employment over **the last five years**, as well as all previous PCV operation employment. Include any periods of voluntary work, caring, homemaking or unemployment in this section, including work abroad, with dates. References will be sought from previous employers.

CURRENT OR MOST RECENT

Employer Name:	Job Title of Position Held:	
Employer Address (state full address and postcode)	Date Started:	Date Finished:
Reason for Leaving:		

Employer Name:	Job Title of Position Held:	
Employer Address (state full address and postcode)	Date Started:	Date Finished:
Reason for Leaving:		

PREVIOUS EMPLOYMENT

Employer Name:	Job Title of Position Held:	
Start Date:	Date Finished:	
Reason for Leaving:		

Employer Name:	Job Title of Position Held:	
Start Date:	Date Finished:	
Reason for Leaving:		

Employer Name:	Job Title of Position Held:	
Start Date:	Date Finished:	
Reason for Leaving:		

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?

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 for (e.g CPC & BTEC)

Qualifications/Courses	Result/Grade	School/College/Organisation

CONVICTIONS AND MOTOR OFFENCES

Apart from offences that are “spent” under the terms of the Rehabilitation of Offenders Act 1974, (please see guidance notes for details) please answer the following questions:

SECTION A (for all driving roles you must also fill out section B)

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Have you ever been convicted of a motoring offence (excluding parking fines)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Are you currently involved in proceedings which may lead to conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		

SECTION B

Applicants for School Bus Driver positions only must complete this section. As your job will involve driving a bus with children or vulnerable adults (or accompanying children or vulnerable adults) you must tell us about all criminal convictions (spent or unspent) below:

Please note: If you are offered this job, a criminal record disclosure report will be requested from the Criminal Records Bureau or Disclosure Scotland. Having a criminal record will not necessarily prevent you from being offered the job, but failing to disclose a relevant conviction will be deemed to be an act of gross misconduct.

ADDITIONAL INFORMATION

The information below will only be used if you are offered employment with Tower Transit

REFERENCES

Offers of employment are subject to receipt of two satisfactory written references. Please provide details below for two referees, one of which must be your present or most recent employer, job centre contact or academic (school teacher or college tutor) reference, if more appropriate. We may also contact previous employers mentioned on this application form.

If you do not want us to contact previous employers please tick this box

Name: (reference 1)	Name: (reference 2)
Address:	Address:
Telephone:	Telephone:
Email:	Email:
What is your connection to this person?	What is your connection to this person?
May we approach this referee prior to making a job offer? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach this referee prior to making a job offer? Yes <input type="checkbox"/> No <input type="checkbox"/>

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"/>	Divorced <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 background <input type="checkbox"/>
Mixed:	White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Any other mixed background <input type="checkbox"/>
Black or Black British:	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Any other black background <input type="checkbox"/>
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"/>	Bangladeshi <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

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 that you complete this form as fully and as accurately as possible. The following advice is to help you to complete the application form.

- All information you give is confidential
- 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.
- We may not always be able to offer you a role at the location you prefer. If you are able to work in any of our other locations, please let us know.

The Advertisement or Job Description

Either of these 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?

It is a good idea to write down all of your ideas on a sheet of paper before completing this section of the application form. Tell us about your skills, abilities and knowledge you have to do the job as fully as you can. Don't 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

You do not need to tell us about "spent convictions" unless you are being employed as a School Bus Driver. A conviction is "spent" once a period of time 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	Five Years
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
Any sentence of detention in respect of a conviction in service disciplinary proceedings	Five 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.

Data Protection Act

Tower Transit will hold the information you provide on this application form in accordance with the Data Protection Act 1998. 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 in the course of 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 Transit Systems 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 both the Application for Employment and the Equal Opportunities form.