

PRIVATE AND CONFIDENTIAL

Application form must be completed in applicants own handwriting.

Please answer all of the questions. Please read the **guidance notes for applicants** included with this form before you fill it out. If there is not enough space on this form, please write on another piece of paper and send it with your form.

Job applied for

Location(s) Full Time Part Time

1. PERSONAL DETAILS

Marital Status: Married Civil Partnership Co-habiting Divorced Widowed Single

Title: Mr Mrs Ms Other Address

Surname

First name

Name you wish to be known by

Home Telephone

Mobile Telephone

Postcode

Work Telephone

Email

Driver applicants only to answer questions within this box - see guidance notes for details

Age: 18+ 21+ 64.5+ Height Weight

Do you hold a UK Bank Account for payment of wages? Yes No Tick as applicable

Are you a member of Her Majesty's reserve or territorial forces? Yes No Tick as applicable

Are you an EU Citizen? Yes No Tick as applicable

For Non EU Citizens only:

Are there any restrictions on your leave to remain in the UK? Yes No Tick as applicable

If Yes, what is the expiry date? / /

Are there any restrictions on your right to work in the UK? Yes No Tick as applicable

If Yes, please give details

You will be required to provide a valid work permit or other evidence of your right to work in the UK.

2. CAREER / WORK DETAILS

Have you previously been employed by any companies in the Rotala group? Yes No Tick as applicable

If Yes, please give details:

Job Title Start Date Finish Date

Reason for leaving

2. CAREER / WORK DETAILS (CONT.)

Please list below present and past employment, beginning with the most recent:

PRESENT	Employer Name	Start Date	Reasons for leaving
	<input type="text"/>	<input type="text"/>	
	Employee Address	Finish Date	Responsibilities
	<input type="text"/>	<input type="text"/>	
	Position	<input type="text"/>	
Salary	<input type="text"/>		

PREVIOUS	Employer Name	Start Date	Reasons for leaving
	<input type="text"/>	<input type="text"/>	
	Employee Address	Finish Date	Responsibilities
	<input type="text"/>	<input type="text"/>	
	Position	<input type="text"/>	
Salary	<input type="text"/>		

PREVIOUS	Employer Name	Start Date	Reasons for leaving
	<input type="text"/>	<input type="text"/>	
	Employee Address	Finish Date	Responsibilities
	<input type="text"/>	<input type="text"/>	
	Position	<input type="text"/>	
Salary	<input type="text"/>		

PREVIOUS	Employer Name	Start Date	Reasons for leaving
	<input type="text"/>	<input type="text"/>	
	Employee Address	Finish Date	Responsibilities
	<input type="text"/>	<input type="text"/>	
	Position	<input type="text"/>	
Salary	<input type="text"/>		

Do you have any objection to us contacting your present or most recent employer? Yes No

If Yes, please give a reason

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.

Reference 1. Name <input type="text"/>	Reference 2. Name <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
<input type="text"/>	<input type="text"/>
Telephone <input type="text"/>	Telephone <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>
May we contact this referee before interview / job offer? Yes <input type="checkbox"/> No <input type="checkbox"/> Tick as applicable	May we contact this referee before interview / job offer? Yes <input type="checkbox"/> No <input type="checkbox"/> Tick as applicable

3. EDUCATION AND TRAINING

Please give details of your full and / or part time education from the age of 11 years.

Qualifications / Courses	Results / Grade	School / College / Organisation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have an NVQ Level 2 Certificate? Yes No NVQ Certificate number

If No, Would you be prepared to further your training? (e.g. NVQ, Day Release) Yes No

For PCV licence holders only:

Have you completed any CPC Training Hours? Yes No No. of hours completed

What was the training that you received?

(From 10/09/08 all PCV licence holders are required to attend 35 hours DCPC (Driver Certificate or Professional Competence) training over a 5 year period).

4. ABOUT YOUR HEALTH

Do you have a disability or condition which could affect your ability to do this job?

Yes No If Yes, please specify

Are there any special arrangements or adjustments that we need to make should you be invited for an interview or offered this job?

5. DRIVING LICENCE AND MOTORING OFFENSES

Where driving is applicable to the post you are applying for, please enclose a photocopy of both parts of your Licence with your application form.

Do you hold a FULL British Driving Licence? Yes No Tick as applicable

How many years have you held a FULL British Driving Licence? Years Months

What categories of Driving Licence do you hold? Tick as applicable

Car PCV(prov.) PCV(Auto) PCV (Full) HGV Forklift Truck

Do you hold a current PCV Driving Licence? Yes No Tick as applicable

How many years have you held a PCV Licence? Years Months

PCV Licence Issue Date Expiry Date

Are there any endorsements on your Licence? Yes No Tick as applicable

Endorsements code(s) and date(s)

No of penalty points on your Licence

Have you ever been disqualified from holding a licence? Yes No Tick as applicable

6. CONVICTIONS

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

Have you ever been convicted of a criminal offence? Yes No Tick as applicable
If Yes, please give details

Have you ever been convicted of a motoring offence? Yes No Tick as applicable
(excluding parking offences)
If Yes, please give details

Are you currently involved in proceeding which may lead to a conviction? Yes No Tick as applicable
If Yes, please give details

SECTION B - for all driving roles you must also fill out section B

Applicants for all bus driver positions 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 / CAPITA. 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.

7. SUPPLEMENTARY INFORMATION

Please tell us about any skills and abilities do you have that may help you in this job.

Give details of any hobbies and interests you have, membership of clubs, voluntary work or other responsibilities you consider relevant to the job you are applying for:

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

Any offers of employment are subject to the Company obtaining two satisfactory references.

Applicants signature Date

COMPANY USE ONLY

Date received application form <input type="text"/>	Start date <input type="text"/>
Invite for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Location <input type="text"/>
If No, give reason <input type="text"/>	Date offer letter sent <input type="text"/>
Interview date <input type="text"/>	Date references applied for <input type="text"/>
Interviewer name <input type="text"/>	Reference 1 received? Yes <input type="checkbox"/> Date <input type="text"/>
Interview successful? Yes <input type="checkbox"/> No <input type="checkbox"/>	Reference 2 received? Yes <input type="checkbox"/> Date <input type="text"/>
Reason for decision <input type="text"/>	Signed contract received? Yes <input type="checkbox"/> Date <input type="text"/>
Equal Opportunities form received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Training dept. notified for induction Yes <input type="checkbox"/> Date <input type="text"/>
Date and time of company medical <input type="text"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Date and time of driving assessment <input type="text"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Signed <input type="text"/>	Print <input type="text"/> Date <input type="text"/>

EQUAL OPPORTUNITIES

The Rotala Group of Companies is committed to being an equal opportunities employer and to provided supportt ensuring that disabled candidates can complete equally with other applicants. To help us to monitor the effectiveness of our policy, please complete the details below.

This information will not form part of the recruitment decision

Gender: Male Female

Date of Birth

Do you consider yourself to have a disability? Yes No Tick as applicable

If Yes, what is the nature of your disability?

Do you require additional help with our recruitment process? Yes No Tick as applicable

The Disability Discrimination Act defines disability as "A physical or mental impairment, which has a substantial and long-term effect on the person's ability to carry out normal day to day activities".

Nationality

I would describe my ethnic origin as:

White

British European Any other White background

Please specify

Mixed

White Asian White & Black Caribbean White & Black African Any other Mixed background

Please specify

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background

Please specify

Black or Black British

Caribbean African Any other Black background

Please specify

Chinese or other ethnic group Chinese Other Ethnic Group

Please specify

Is English your first Language? Yes No Tick as applicable

If No, what is your first language?

Do you have responsibility for dependants? Yes No Tick as applicable

(Dependants relate to children or elderly or other persons for whom you are the main carer).

How did you hear about the vacancy? (please specify which publication if applicable)

Position applied for

Location Date of Application

GUIDANCE NOTES FOR APPLICANTS

This application form plays an important part in deciding whether you will be offered a 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 space 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 you are given 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.

SECTION 1 - PERSONAL DETAILS

Only driver applicants are required to answer the question asking for your age. If you are NOT applying for a driving job please do not answer this question. We have to ask potential drivers for their age as there are DVLA rules limiting the ages of people who can drive a bus. There are also restrictions on height and weight due to vehicle specifications. These restrictions will be explained to you fully at your interview, if you have access to the internet you can read more about DVLA restrictions at <http://www.direct.gov.uk/en/Motoring/index.htm>

SECTION 2 - CAREER / WORK DETAILS

Offers of employment are subject to receipt of two satisfactory written references. Please provide details for two referees, They should not be related to you and 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.

SECTION 3 - EDUCATION & TRAINING

Please bring proof of your qualifications with you if you are asked to attend an Interview.

SECTION 4 - ABOUT YOUR HEALTH

Please tell us about any help you may require with the application process or employment with Rotala Plc.

SECTION 5 - DRIVING LICENCE

PLEASE NOTE: If you are applying for a position as a Bus Driver, we currently only accept applications from fully qualified PCV Category D Licence holders. **Please enclose a photocopy of both parts of your driving licence with your application.**

SECTION 6 - CONVICTIONS

For non driving roles you do not need to tell us about "spent convictions". 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
Civillian 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 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 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

SECTION 7 - SUPPLEMENTARY INFORMATION

Please tell us about what skills, abilities, knowledge and experience you have that are relevant to the job you are applying for. Give details of any hobbies and interests you have, membership of clubs, voluntary work or other responsibilities, which may help in your application.

EQUAL OPPORTUNITIES

Rotala Plc and its subsidiaries is an Equal Opportunity Employer. Applications are welcomed from all people with relevant skills and abilities for the job. To help us monitor our Equal Opportunities responsibilities please ensure you complete the Equal Opportunities form.

DATA PROTECTION ACT

Rotala Plc and its subsidiaries are committed to complying with the Data Protection Act 1998. The information contained in this form may be held on our computer database for future reference and monitoring purposes by other companies within the Rotala Group.

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