

UNITED BUS COMPANY

APPLICATION FOR EMPLOYMENT

Please complete in BLOCK letters using Black Ink .All sections of this form including the Equal Opportunities monitoring form must be completed by all applicants. If necessary use a continuation sheet. When completing this form applicants must demonstrate how they meet the criteria. Do submit a CV.

Surname:

Title:

First Name:

Other Names:

Address : Town: Post Code:.....

Tel No Home..... Work..... Nat INS No /..... /..... /.....

Next of Kin..... Next of Kin Relationship.....

Address (if different from above).....

During your last 12 months of employment how many days were you absent from work for? (a) Medical reasons.....days (b) non-medical reasons.....days. If any, give details.....

.....
.....
.....

How would you rate your attendance record in employment?

Very Good ? Good ? Fair ? Unsatisfactory ? N/A ?

Have you ever been convicted of any offence, criminal or motoring, or has any charge brought against you in respect of any offence not yet been disposed of YES/NO* If YES, please give details.....

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.....
.....

* Delete as appropriate

EMPLOYMENT HISTORY (Please give details of all posts you have held since you completed full-time education.** Start with your present/most recent post.)

DATES (Months & Year) from to	NAME & ADDRESS OF EMPLOYER	POSITION HELD	MAIN DUTIES

**** Use additional paper if required**

1 (A) Do you hold a current ordinary driving licence?
YES / NO

2 (A) Do you hold a current *PCV/PSV driving licence
YES/NO

(B) If so, how long have you held this licence? years

(B) If so, how long have you held this licence? Ye

(C) Expiry date? / /

(C) Expiry date? / /

(D) How long have you held this licence? years

(D) What categories does this licence cover?

2 (A) Please indicate what type of tests and where and when taken:

* PCV/CAT (D) Place of Test.....Date / /

(B) Are the licences free of any endorsement? **YES/NO***

(C) If **NO**, please give full details of endorsement:

.....

3

3 (i) Have you been convicted of, or do you have any outstanding prosecutions for, a motoring offence? **YES/NO***

(ii) If **Yes**, please give full details:

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.....
.....

4 Type of vehicles driven during your present and previous employment and their carrying capacity:

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.....

Please indicate the extent to which you believe your skills, abilities and experience meet the job requirements.

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REFEREES

Please nominate **TWO** persons who have agreed to act as referees. At least one referee should have detailed knowledge of your career to date and neither should be a relative. It is not our policy to contact referees prior to interview. *Existing employees are not required to supply references.*

1st Referee (with knowledge of your career)

2nd Referee

Name

Position

Address

.....

Postcode

Telephone

Name

Position

Address

.....

Postcode

Telephone

DECLARATION

I hereby declare that;

- the statements contained in this application are, to the best of my knowledge true and correct; I agree that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for any services rendered;

Signature.....

Date.....

Please return to:

**United Bus Company
57 TRAILCOCK ROAD
Carrickfergus
Co. Antrim
BT38 7QQ**

**WWW.UNITEDBUSCOMPANY.COM
unitedbuscompany@gmail.com**

**T: 028 93460846
M: 07843 609259**

United Bus Company is committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability or age.

So that we can monitor the implementation of our policy and where relevant conform with appropriate legislation, we are seeking your help. It would be of great assistance in pursuing our commitment to equal opportunities if you would complete this monitoring form. This information will be treated in confidence and protected from misuse and will not form part of your application. It will be used only for the purpose of monitoring our equal opportunity employment policy.

The information requested falls into two categories:

1. **PERSONAL DETAILS**

DATE OF BIRTH	---/---/---	Age	_____
GENDER	Male ?	Female	?

ETHNIC ORIGIN

White European	?	Irish Traveller	?	Pakistani	?
Chinese	?	Black African	?	Black Caribbean	?
Indian	?	Bangladeshi	?	Other	?
Mixed Ethnic Group	?				

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has or had a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider that you meet this definition of disability?

Yes	?
No	?

If YES please state the nature or effects of your disability:

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2. **RELIGIOUS AFFILIATION/COMMUNITY BACKGROUND**

Please indicate your perceived religious affiliation/community background by ticking one of the boxes below:

Protestant	?	Roman Catholic	?	Neither	?
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Thank you for your co-operation. Please ensure this form is returned with your application.

By signing and returning this monitoring form you consent to the relevant operating Company of Star Travel Group using and keeping information about you provided by you or by third parties, relating to your application or future employment. Such information may include details relating to your community background or ethnic origin.

Job Description

Job Purpose

Offer service to the general public to standards required by United Bus Company.

Main Duties & Responsibilities

The following reflects typical duties and is not intended to be a comprehensive description of all tasks.

Operate School & Contract & Private hire work.

Operate vehicle in accordance with route and time schedules.

Ensure the health and safety of passengers.

Ensure the safe conveyance of students to & from schools/educational establishments.

Communicate with passengers and operate passenger comfort systems.

Uplifting and dropping off passengers to destinations.

Report any accidents/faults and fill in daily record book.

Inform Manger of fuelling or maintenance that needs to be

Carried out on vehicle.

Cleaning & brushing inside & outside of coach when finished job.

Other Information

Drivers are supplied with a uniform, the wearing of which, on duty, is compulsory. Drivers are expected to present a neat and tidy appearance at all times.

Current driving licence(s) will be inspected at interview & regular intervals?.

Star Travel Drivers must be pleasant and courteous to the public at all times.

New employees must produce Evidence of National Insurance Number and Income Tax P45.