

# Private & Confidential Application for Employment



**Application form must be completed in BLACK INK and in applicants own handwriting.**

Please answer all 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)

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

## 1. PERSONAL DETAILS

Marital Status:  
Married  Civil Partnership  Co-habiting  Divorced  Widow  Single   
Title: Mr  Mrs  Ms  Other

Surname:   
First Name(s):   
Name you wish to be known by:   
Address:   
Postcode:

Home Telephone:  Work Telephone:   
Mobile Telephone:  Email:

**Driver applicants only to answer questions within this box - see guidance notes for details**  
Age: 18+  21+  64.5+  Height  Weight

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

Are you an EU Citizen? Yes  No

Please provide your UK National Insurance Number

### For Non-EU Citizens only:

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

If Yes, what is the expiry date?  /  /

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

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. ADDITIONAL INFORMATION

Have you worked for E&M Horsburgh or any other bus company before? Yes  No

If yes, please give details

Have you applied to E&M Horsburgh for a job before? Yes  No

If yes, please give details

### 3. LICENCES

Driving licence entitlement: Tick as appropriate

Car  PCV (provisional)  PCV (Auto)  PCV (Full)  HGV  Forklift

Endorsements: Yes  No  No. of points (complete if applicable)

Endorsements code(s)

Have you ever been disqualified from holding a driving licence? Yes  No

**For PCV Licence holders only (required for "Driver Certificate of Professional Competence" reasons)**

Date PCV Licence issued  /  /  Hours of Driver CPC training completed since licence issued

What was the training you received?

(From 10/09/2008 all PCV Licence holders are required to attend 35 hours of DCPC training over a 5 year period)/

**Please enclose a photocopy of both sides of your licence and CPC card with your application form.**

### 4. CAREER / WORK DETAILS

**Present or Last Employment:**

Compay Name:  
Position / Responsibilites:  
  
  
Dates From / To:  
Reason for leaving:

What period of notice are you required to give your present employer?

**Previous Employment:**

Company	Position/Responsibilities	Dates From / To	Reason for Leaving
		/	
		/	
		/	
		/	
		/	
		/	
		/	

### 5. WHY DO YOU WANT TO WORK FOR E&M HORSBURGH

**Please tell us why you want to work for E&M Horsburgh and what skills and abilities do you have that may help you in this job.**

## 6. ABOUT YOUR HEALTH

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

Yes  No  (Tick as applicable)

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?

## 7. EDUCATION AND TRAINING

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

Qualifications / Courses	Results / Grade	School / College / Organisation

## 7. CONVICTIONS AND MOTORING OFFENCES

Apart from offences that are "spent" under the terms of the Rehabilitation of Offenders Act 1974, (please see guidance notes for more 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  No

If yes, please give details

Have you ever been convicted of a motoring offence - excl. parking offences Yes  No

If yes, please give details

Are you currently involved in proceedings which may lead to conviction? Yes  No

If yes, please give details

### 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 criminal convictions, (spent or unspent) below:

Please Note: If you are offered this job, you will have to undergo a PVG Scheme Record check via the Disclosure Scotland scheme. 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.

## 8. SUPPLEMENTARY INFORMATION

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

## 10. 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

### Reference 1

Name:

Company:

Address:

Telephone:

Email:

What is your connection with this person?

May we approach this referee prior to making a job offer?

Yes

No

### Reference 2

Name:

Company:

Address:

Telephone:

Email:

What is your connection with this person?

May we approach this referee prior to making a job offer?

Yes

No

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

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

Applicants Signature

Date

/ /

## COMPANY USE ONLY

Date received application form

Date references applied for

Invite for interview? Yes

No

Ref.1 Received

Ref.2 Received

If no, give reason:

Interview date

Date/time of driving assessment

Interviewer name

Assessor name

Interview successful? Yes

No

Driving assessment result: Pass

Fail

Reason for decision:

Start date

Date offer letter sent

Location

Start Date / Induction

Signed contract received? Yes

Date

Date Equal Opportunities Form Received

Signed

Print

Date

## HEALTH ASSESSMENT

Do you suffer from any of the following?

If yes, please give details

	Yes	No	Details
Back trouble, strain or injury	<input type="checkbox"/>	<input type="checkbox"/>	
Strain, injury or weakness of the joints	<input type="checkbox"/>	<input type="checkbox"/>	
Chest, respiratory disease or asthmas	<input type="checkbox"/>	<input type="checkbox"/>	
Heart disease or high blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	
Allergy, skin conditions or dermatitis	<input type="checkbox"/>	<input type="checkbox"/>	
Epilepsy, fits or blackouts	<input type="checkbox"/>	<input type="checkbox"/>	
Dyslexia	<input type="checkbox"/>	<input type="checkbox"/>	
Colour blindness or impaired vision not corrected by wearing glasses	<input type="checkbox"/>	<input type="checkbox"/>	
Any other disease, serious illness or condition which would prevent you from undertaking driving duties (including stress, anxiety or depression)	<input type="checkbox"/>	<input type="checkbox"/>	
Any other disease, serious illness or condition which would prevent you from undertaking backshift or nightshift duties	<input type="checkbox"/>	<input type="checkbox"/>	

**I confirm that the above information is true and accurate and that I will report any change in my medical condition to the Company immediately. I understand that failure to do so is Gross Misconduct which may lead to my employment being terminated.**

Signed

Date

Print Name

## EQUAL OPPORTUNITIES

The information you give us on this form will not be used in the decisions we make about who we chose 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 wish to opt out of giving us this information, please tick this box.

This form will be kept separately from your application form.

Name  Gender: Male  Female

Date of Birth

Do you consider yourself to have a disability? Yes  No

If yes, what is the nature of your disability?

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

### Mixed

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

### Asian or Asian British

Indian  Pakistani  Bangladeshi  Any other Asian background

### Black or Black British

Carribean  African  Any other Black background

### Chinese or Other Ethnic Group

Chinese  Other Ethnic Group

Is English your first language? Yes  No

If no, what is your first language?

Do you have responsibilities for dependants? Yes  No

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

Sexual Orientation

Heterosexual  Gay  Lesbian  Bisexual  No Declaration

Religion:

How did you become aware of this vacancy?

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 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 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.

## THE ADVERTISEMENT OR JOB DESCRIPTION

Either of these will tell you what skills, abilities, knowledge and experience we are looking for.

## 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 5 - WHY DO YOU WANT TO WORK FOR E&M HORSBURGH?

This is the most important section. 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 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.

## SECTION 8 - CONVICTIONS AND MOTORING OFFENCES

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.**

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
<b>Civillian Convictions</b>	
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, e.g. Community Service.	Five Years
<b>Service Convictions</b>	
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 or 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

E&M Horsburgh 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 E&M Horsburgh.

## EQUAL OPPORTUNITIES

E&M Horsburgh are 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.



**PLEASE RETURN COMPLETED FORM TO:**  
 Bus & Coach, 180 Uphall Station Road  
Pumperston, Livingston, West Lothian, EH53 0PD

UPDATED SEPTEMBER 2019