

MARCHANTS

Address: 61 Clarence Street, Cheltenham, Gloucestershire, GL50 3LB

Tel: 01242 257585 Email: operations@marchants-coaches.com

www.marchants-coaches.com

Application For Employment

Thank you for considering a career with us. Please think carefully about the completion of this application form as forms submitted incomplete may not be considered further. All applicants must hold a current U.K. PCV licence and be eligible to take up employment in the U.K. We may ask for proof of your eligibility.

Section 1: Your Personal Details

Title	Mr Mrs Miss Ms (please delete as necessary)		
Surname		Forename	
Address Line 1:			
Address Line 2:			
Town/City			
County			
Postcode			
Telephone - Home			
Telephone - Mobile			
Email Address			
National Insurance Number			
Do you hold a current Criminal Records Bureau (CRB) certificate/badge?	Yes / No		

Section 2: Your medical history

Are you fit and healthy or do you suffer from any medical condition that may affect you from holding a PCV licence? Yes / No

If you have answered yes please provide us with further details:

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Section 3: You're Driving Licence Details

Please note it is our company policy to only accept applications from individuals holding a U.K. driving licence issued by the DVLA.

Have you exchanged a foreign driving licence for a U.K. one?	Yes / No
If yes what date do you do this?	
How long have you been driving?	
How long have you been driving continuously in the U.K on a full valid licence?	
How long have you held a full U.K. driving licence?	
Do you hold a current PCV 'Cat D'?	Yes / No
What is your PCV 'Cat D' expiry date?	
Is your PCV licence 'Cat D' manual or automatic?	
Do you hold a driver's CPC?	Yes / No
What date does your driver's CPC expire?	
Do you have any endorsements on your driving licence	Yes / No
If yes please provide details & how many?	
Have you been disqualified from driving in the last five years?	Yes / No
If yes please provide details	

Section 4: Criminal convictions

Have you ever been convicted for a criminal offence? Convictions are only taken into account if they are related to the post applied for. Under the Rehabilitation of Offenders Act 1974 you are not required to disclose details of any offence which are spent. For advice on if any convictions you may have are spent or not please seek advice from your local Citizens Advice Bureau for confidential advice. If you give a false statement and it is discovered after employment has commenced, this will render you liable to dismissal without notice.

Please give details of any convictions below, if you have no convictions please write NONE.

Date of conviction	Nature of offence	Sentence/Court Order/Penalty/Fine

Section 5: Your employment history and work experience

Please provide details of your employment during the past 5 years and include **FULL** postal addresses including contact names & telephone numbers for all the employers that you list below. Please include details of any periods of unemployment/studying. Start with your current employer first and work back. Any gaps/unaccounted periods in your work history may result in your application being rejected. If you require further space please use and attach a separate sheet to your application.

Name & Address of Employer		Start Date	Finish Date	Job Description	Why did you leave?
Company Name:					
Address:					
Contact Name:					
Telephone Number:					

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Address:					
Contact Name:					
Telephone Number:					

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Company Name:					
Address:					
Contact Name:					
Telephone Number:					

We will require satisfactory references covering the past 5 years of employment. The company has the final decision to determine if such references are satisfactory to us.

Do you have any objection to your present or previous employers being contacted for a reference? Yes / No

Employer	Reason you do not want them to be contacted for a reference

Section 6: Education details and qualifications

Please give details of your education including grades/levels including apprenticeships.

Name & Address of School/College/University	Start Date	Finish Date	Subjects Taken	Grades Achieved

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Section 7: Additional information

Please use this space to provide any additional information that you feel may be relevant to your application

Section 8: Declaration

All employment is subject to satisfactory references and a period of probation.

I confirm that the information in this application form is correct to the best of my knowledge. I hereby give my explicit consent to Marchants Coaches Ltd to process any personal data concerning me on this application form, including any sensitive personal data for the purposes of recruitment, employment and general business purposes, including placing and processing any such data on a computer system.

I understand that any false information or deliberate omissions will disqualify me from employment or that my employment may be terminated if the information provided is subsequently found to be incorrect.

Signed: _____ Date: _____

Please ensure that you have completed **ALL** sections of this application form otherwise your application may be delayed or rejected. Once you have completed your application form please return it to:

Operations Department
Marchants Coaches Ltd
100 Prestbury Road
Cheltenham
GL52 2DJ