

# MARCHANTS

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

Tel: 01242 257585 Email: [operations@marchants-coaches.com](mailto:operations@marchants-coaches.com)

[www.marchants-coaches.com](http://www.marchants-coaches.com)

## Driver Application Form

### Who are we looking for?

As one of our bus/coach drivers, you'll be an ambassador for our company. When customers board our vehicles, you must have a friendly smile and offer a warm welcome.

You'll be expected to look after a variety of our customers and make sure everyone enjoys a safe and comfortable journey, whilst taking great pride in delivering a friendly and professional service.

But that is just the basics, you must be patient, calm under pressure, have great customer service skills and able to work confidently on your own.

You will need a flexible approach to working hours as we operate 24 hours a day, 7 days a week, 365 days a year.

Please think carefully about the completion of this application form as forms submitted incomplete, may not be considered further.

Position applying for:	Please Tick
PCV Driver - U.K. Only	
PCV Driver - U.K. & European	
Dedicated School Service Bus Driver - Local	
Trainee PCV Driver	

What hours are you looking to work?	Please Tick
Full Time (Approximately 40 hours per week)	
Part Time (Approximately 25 - 30 hours per week)	
Casual	

## Section 1: Your Personal Details

Title	Mr Mrs Miss Ms (please delete as necessary)		
Surname		Forename	
Address			
Town/City			
County			
Postcode			
Telephone - Home			
Telephone - Mobile			
E-mail address			
National Insurance Number			

Do you hold a current Disclosure and Barring Service (DBS) certificate/badge?	Yes	No
If yes, what date does it expire?		

All applicants must be eligible to take up employment in the UK.

Do you require a work permit to work in the UK?	Yes	No
If yes, please provide details		

You will be required to provide original documents prior to starting work with the company.

## Section 2: Your medical history

As part of our recruitment process you will be expected to undergo a medical. Please note there is no charge for the medical, however, a charge may apply if you do not attend the appointment or cancelled with less than 24 hours' notice.

Are you fit and healthy?	Yes	No
Do you suffer from any medical condition that may affect you holding a PCV Licence?	Yes	No
If yes, please provide details		

## Section 3: You're Driving Licence Details

How long have you held a UK driving licence (Category B - car entitlement)?		
What type of licence do you hold?	Manual	Automatic
Do you hold a PCV (Category D - bus & coach entitlement)?	Yes	No
If yes, what type of licence do you hold?	Manual	Automatic
If yes, please provide your PCV expiry date		
Have you exchanged a foreign driving licence for a UK one?	Yes	No
If yes, what date did you exchange it?		
Do you hold a Driver Certificate of Professional Competence (CPC)?	Yes	No
If yes, what date does it expire?		
Do you hold a driver digital tachograph card?	Yes	No
If yes, what date does it expire?		
Do you have any endorsements on your driving licence?	Yes	No
If yes, how many?		
Please provide details		
Have you been disqualified for driving in the last five years?	Yes	No
If yes, please provide details		
Have you had any accidents (both fault or non-fault) in the last five years?	Yes	No
If yes, please provide details		

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

## 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 current or most recent employer			
Company name			
Address			
Contact name			
Telephone number			
E-mail address			
Job description			
Start date		Finish date	
Reason for leaving			

Name & address of employeer			
Company name			
Address			
Contact name			
Telephone number			
E-mail address			
Job description			
Start date		Finish date	
Reason for leaving			

Name & address of employeer			
Company name			
Address			
Contact name			
Telephone number			
E-mail address			
Job description			
Start date		Finish date	
Reason for leaving			

Have you ever been dismissed from your previous employment?	Yes	No
If yes, please provide details		

An offer of employment is subject to satisfactory references covering the past 5 years of employment, (which will not be taken up without the applicant's prior knowledge and consent). If any reference does not reach the standards we require, or if the applicant does not satisfy the medical standards of the company, any previous offer of employment may be withdrawn.

Do you object to current or previous employers being contacted for a reference?	Yes	No
If yes, please provide details		



## 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

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

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

# Section 7: Personal Statement

## Our Aims

- Ensure our clients receive the highest levels of customer service at all times.
- To provide our employees with secure and rewarding employment.
- To be a successful, profitable company with a long term future.

Please use the space below to explain how our aims, your skills and attributes match those on the job description. Include any further information to support your application for employment with our Company.

Please give the date you would be available to start employment in the event of your application being successful

Please provide details of any holiday dates that are confirmed:

  
  
  
  

Whilst we will try to ensure that we accommodate any dates already confirmed, they are also subjective to company authorisation.

## Section 8: Declaration

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.

The company retains the right to reject any application without assigning a reason.

All employment is subject to a period of six months probation.

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 by either:

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

E-mail: [operations@marchants-coaches.com](mailto:operations@marchants-coaches.com)