

Unique Identification Number:  
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Plymouth Citybus are working towards equal opportunities, your application will be considered on its merits: experience, personal qualities and qualifications relevant to the job.

## PERSONAL INFORMATION (Confidential)

**Please complete this application form clearly in black ink and return it to us**

Application for the post of:

**BUS DRIVER (PCV)**

### 1. PERSONAL DETAILS

<p>Name: Mr / Mrs / Miss / Ms _____ <small>(Please circle correct title)</small></p> <p>Address: _____ _____ _____</p> <p>Post Code: _____</p>	<p>Contact Details <i>(Please tick preferred contact detail)</i></p> <p>Email Address: _____</p> <p>Telephone: _____</p> <p><input type="checkbox"/> Home: _____</p> <p><input type="checkbox"/> Business: _____</p> <p><input type="checkbox"/> Mobile: _____</p>
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### 2. GENERAL

Do you hold a current driving licence?      Yes       No

Type of Licence:    Full     Provisional     LGV     PCV

Please include categories and expiry date: \_\_\_\_\_

Do you have any current driving endorsements?      Yes       No

If yes, please give details: \_\_\_\_\_

Details **MUST** be provided only if the post for which you are applying requires that you drive a Company Vehicle on the public highway or on Citybus premises

Are there any disabilities which may affect your application?    Yes     No

Please describe disabilities: \_\_\_\_\_  
\_\_\_\_\_

and:

a) Any reasonable adjustments which you feel should be made to the recruitment process to help in your application for the job: \_\_\_\_\_  
\_\_\_\_\_

b) Any reasonable adjustments which you feel should be made to the job which would enable you to carry out the job: \_\_\_\_\_  
\_\_\_\_\_

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer:

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Post Code: _____	Post Code: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____

Referees will only be contacted for the successful candidate when a provisional offer is made.





Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes

No

If yes, please provide details: \_\_\_\_\_

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes

No

Have you ever been employed by Plymouth Citybus before?

Yes

No

If yes, please provide details: \_\_\_\_\_

### CRIMINAL RECORD CHECK

Plymouth Citybus aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from diverse candidates. Criminal records will be taken into consideration for recruitment purposes only when the conviction is relevant. All Bus/Coach drivers employed by Plymouth Citybus can be required to operate school buses. Therefore the Company meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 and all candidates who are offered employment as a Bus/Coach Driver will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. The Standard Disclosure includes details of cautions, reprimands or final warnings as well as convictions both "spent" and "unspent". Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s) and will be discussed at your interview. For further details please see the Plymouth Citybus Policy on the Recruitment of Ex-Offenders.

### DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

### 7. DECLARATION

I declare that the information I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed application form to:

Plymouth Citybus  
1 Milehouse Road  
Milehouse  
Plymouth  
PL3 4AA



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**“The Equal Opportunities monitoring form will only be used for monitoring purposes and will be separated from your application form before commencing the shortlisting process”.**

Plymouth Citybus recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Name of Applicant:

Job applied for:

## EQUAL OPPORTUNITIES

### White:

British

Irish

Any other White background (Please specify) \_\_\_\_\_

### Mixed:

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background (Please specify) \_\_\_\_\_

### Black or Black British:

Caribbean

African

Any other Black background (Please specify) \_\_\_\_\_

### Asian or Asian British:

Indian

Pakistani

Bangladeshi

Any other Asian background (Please specify) \_\_\_\_\_

### Chinese or Other Ethnic Group:

Chinese

Any other Ethnic background (Please specify) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

### Marital Status

Single

Married

Living with Partner

Divorced

Separated

Widow/Widower

Gender please specify: \_\_\_\_\_

Do you consider yourself to have a disability?

Yes

No

If yes, please state nature of 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"*

If you wish, you may disclose information about yourself in this section about your:

Religion: \_\_\_\_\_ Sexual Orientation: \_\_\_\_\_

How did you become aware of this vacancy?

Newspaper

Job Centre

Internal

Other

Please specify: \_\_\_\_\_

**Return to the Personnel Department, Plymouth Citybus, 1 Milehouse Road, Milehouse, Plymouth PL3 4AA**