



application for employment



Welcome

Thank you for considering a career with us.

Please think carefully about the completion of this application form. If you are interested in working with people and helping your community we would welcome your application.

Application for employment

Please complete the form in legible handwriting using black or blue ink.

Position applied for

Where did you hear of this vacancy? (please specify)

Website

Social media

Print advertising

Word of mouth

Other

Please complete all sections of the application form and if more space is required to answer any questions please add additional pages to support your application.

We are an equal opportunities employer.

Section 1: Personal details

Forename

Surname

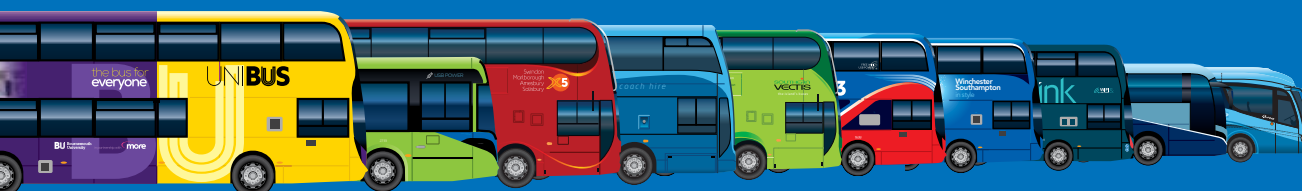
Address

Postcode

Email

Mobile tel

Tel



Section 2: Employment history

Most recent employer/current employer

Name

Job title

Address
including postcode

Dates employed

from

to

Still employed

Yes

☐

No

☐

Notice period

Responsibilities

Reasons for leaving

Please note that we will not contact your present employer without your permission, however, any job offer made will be subject to receipt of satisfactory references.

Please see section 3 for details of referees.

Previous employment

Please supply details of your employment during the last **5 years**, not including your most recent employer. This should include full postal addresses and ideally a contact number for all employers that you list below. Please include details of **ANY** periods of unemployment or studying.

Please use an extra page for any additional information that will support your application.

Any gaps/unaccounted periods in your work history could result in your application being rejected.

Name & address

Job title

Dates employed

from

to

Responsibilities

Reasons for leaving

Name & address

Job title

Dates employed

from

to

Responsibilities

Reasons for leaving

Name & address			
Job title		Dates employed	from <input type="text"/> to <input type="text"/>
Responsibilities			
Reasons for leaving			

Name & address			
Job title		Dates employed	from <input type="text"/> to <input type="text"/>
Responsibilities			
Reasons for leaving			

Name & address			
Job title		Dates employed	from <input type="text"/> to <input type="text"/>
Responsibilities			
Reasons for leaving			

Previous employment in the bus industry

Have you previously worked for or applied to any other bus or coach company?
Including, but not limited to, any other Go South Coast or Go-Ahead Group company Yes ☐ No ☐

If yes, please provide details below:

Company name			
Dates employed	from <input type="text"/>	to <input type="text"/>	Still employed Yes <input type="checkbox"/> No <input type="checkbox"/>
Reasons for leaving			

Have you previously applied to us for employment? Yes ☐ No ☐ If yes when?

Current employees of Go-Ahead group only

Transfer agreements exist between the Go-Ahead Group companies.

Please indicate below the name/details of your current Go-Ahead employer. Current Go-Ahead colleagues will be subject to our normal recruitment process.

Company name		Contact name	
Company address <i>including postcode</i>			
Contact email		Contact tel	

Section 3: References

Please give the name and address of two referees.

They should not be related to you and should include, if possible, your most recent/current employer.

	Reference 1	Reference 2
Name	<input type="text"/>	<input type="text"/>
Company name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Tel	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Relationship to you <i>delete as necessary</i>	<input type="text"/>	<input type="text"/>

Please note references are requested for all new employees. If a reference contradicts information given by the employee or is, in our opinion, unsatisfactory, the company reserves the right to withdraw an offer of employment, immediately discounting any appropriate notice period.

If one of your referees is your current employer please indicate whether we may contact prior to a job offer being made Yes ☐ No ☐

Section 4: Education and training history

Please give details of your formal education and training.

School/College/University	Qualification(s) attained
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>

Section 5: Background

Please provide us with some additional information regarding your background.
Hobbies or leisure activities, including any voluntary work.

Other work: If offered a position will you continue to work in any other company/organisation including voluntary work? Yes ☐ No ☐

If yes please provide details below (the Company needs to ensure that any other work does not interfere with your permanent job and the Working Time Directive)

Section 6: Relevant skills, knowledge and experience

Please demonstrate how you feel you meet the requirements of the job (outlined in the enclosed literature) by describing any relevant knowledge, qualifications, skills and experiences; either from your current role or previous roles, or from other relevant situations such as activities outside of work:

Please explain why you would like to join our company:

In your view, what makes the ideal employee?

Do you consider yourself to have excellent customer service skills? If yes, please explain why.

Please explain what you consider excellent customer service to be?

Section 7: Working and UK eligibility

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? For example, if you are successful in your application, would you require permission to work in the UK? Yes ☐ No ☐

Do you presently require a Visa or Work Permit to take up employment in the United Kingdom? Yes ☐ No ☐

If yes, what type of Visa or Work Permit do you have and are there any restrictions?

When does the current Visa or Work Permit expire? D D M M Y Y Y Y

Please enclose a copy of the Visa or Work Permit with your application, you will also be required to bring your passport, Visa or birth certificate with you for checking at interview.

Any false information provided or an application for employment made by individuals without legal entitlement to work in the UK will be passed to the relevant enforcement agency.

Section 8: Driving licence details

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

Have you exchanged a foreign driving licence for a UK one? Yes ☐ No ☐ If yes when?

UK driving licence number

How long have you held a full UK car driving licence? Years Months

Licence entitlements grid - please complete the grid below ticking the relevant boxes

Category	Automatic	Manual
B (Car)	<input type="checkbox"/>	<input type="checkbox"/>
C (LGV)	<input type="checkbox"/>	<input type="checkbox"/>
D (PCV)	<input type="checkbox"/>	<input type="checkbox"/>

Date Category B (Car) test was passed

Date Category D (PCV) test was passed: (if applicable)

If you already hold a Category D (PCV) licence please state which organisation provided your PCV training. Please give details of the types of vehicle driven and for which company.

If applying for a position where driving is needed in order to satisfy the role, then please provide full details of any endorsements or fixed penalties.

You must declare any pending convictions/court appearances/driver awareness courses:

Date of conviction	Offence (inc code)	Date of offence	Fine	Disqualification period	Points
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has your PCV or car driving licence ever been refused or revoked? Yes ☐ No ☐

If yes, state the date, by whom and the reason:

If you hold your PCV licence, have you completed the Driver Certificate of Professional Competence (CPC)? Yes ☐ No ☐

If 'Yes', please state the dates, certificate numbers and the names of the training organisations for each 7 hour period of periodic training

If you have completed any CPC training, could you please apply on-line for and provide below, an employer temporary password*, to allow us to view your current CPC status. The password can be requested by registering at www.gov.uk/check-your-driver-cpc-periodic-training-hours

Write password here

Have you been involved in any road traffic incidents within the last 2 years (whether personally or whilst working)? Yes ☐ No ☐

If 'Yes', how many have you been involved in and what was the background to these?

Please enclose a copy of your photocard driving licence and Driver Qualification Card (DQC) with your application.

*please note that the temporary password is only valid for 21 days so ensure that you submit this application with time to allow us to check

Section 9: Security declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence other than motoring, or bound over to keep the peace? Yes ☐ No ☐

If 'Yes', please provide details of any unspent convictions (spent convictions within the meaning of Rehabilitation of Offenders Act 1974 do not need to be disclosed). Please note all employees are required to undertake a Disclosure Baring Service (DBS) check as a condition of employment. Should this be unsatisfactory or result in one of our contractors refusing clearance it may result in the offer of employment being withdrawn.

Section 10: Data Protection Act 2018

We use your personal data for recruitment, selection, statistical and audit purposes and equal opportunities monitoring. The Company will ensure personal information submitted as part of the application won't be kept for too long and will be stored and disposed of securely. Access to confidential information contained in this document is restricted to those involved in the recruitment and selection process. We take Data Protection seriously, please see our Recruitment Privacy Notice for more information about how we use your information.

Signed

Print name

Section 11: Equality Act 2010 (it is not compulsory to complete this section)

This Act defines a person as having a disability if he/she has 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 have such a disability Yes ☐ No ☐

If yes do you require any particular arrangements for interview, or special adjustments to enable you to carry out this post? Please give details:

Section 12: Declaration

All employment is subject to satisfactory references, medical examination, DBS clearance, signing a contract of employment and a period of probation determined by the Company. Please note that as a condition of employment you will be required to sign a Training Indemnity Bond (should you not already hold a PCV licence) and a CPC Training Bond to cover ongoing periodic training.

I confirm that the information in this application form is correct to the best of my knowledge. I understand that any false declaration or misleading information is liable to lead to an offer of employment being withdrawn or employment being immediately terminated. I understand that if I fail to correctly complete the application form or fail to supply the required information it is liable to result in my application being rejected.

Signed

Print name

Date

Privacy notice for applicants

Go South Coast is committed to protecting the privacy and security of your personal information.

We collect personal information about you through the application and recruitment process, either directly from you or sometimes from an employment agency. We collect the information requested on the application form, your CV and whilst making arrangements for interviews and other communications. We may also collect additional information from third parties including former employers and other background check agencies.

We collect and use this data so that we can:

- Assess your suitability to work for us, carry out the recruitment process (this is taking steps to potentially enter a contract of employment)
- Our legitimate interests, to run our business
- And sometimes as we are legally required to collect some information, for example asking for a copy of ID documentation.

If we collect sensitive personal data, we will provide further information about why it is requested. Sensitive information is requested to ensure we are providing equal opportunities and this is held separately and does not form part of the decision-making process for recruitment.

If you are unsuccessful the personal information you have provided in the application process will be held on our system for a maximum of 12 months. If your application is via an agent, we may need to keep the information for a longer period. If you join us we will collect additional personal information in the course of job-related activities throughout the period of you working for us.

We make take up references following an offer of employment and make additional checks regards the CV provided. If the job role you have applied for requires additional information, such as evidence of qualifications, checking of driving licenses and similar, you will be advised during the interview process.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able process an application or continue with an interview process; for example, we are required to ask for some details regards your identity and right to work in the UK.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. We will only collect information about criminal convictions if it is appropriate given the nature of the role for example carrying out a DVLA check for a driver, and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process via the Disclosure and Barring Service (DBS) or we may be notified of such information directly by you in the course of you working for us.

Data we share

We may have to share your data with third parties, including third-party service providers and to our Group Company (www.go-ahead.com) or subsidiaries. This is because some HR functions and IT functions are managed jointly and some of these functions are also outsourced. We may also share recruitment agency contracts which relate to Group Companies.

Transferring information outside the EU

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Data security

We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

Your rights - to the personal data we hold about you

You can ask the Data Protection Manager for a copy of your personal data and other information about why we process it. This is free and can be provided electronically if requested. Note, we may not be able to disclose information to you that contains personal data about someone else.

We may refuse a request or charge a fee where a request is manifestly unfounded or excessive or a copy has already been provided.

You also have rights in relation to rectification, restriction, deletion, objection, portability and automated decision making. Please ask if you require more information about these or contact the Data Protection Manager.

If we do not take the action requested, or don't respond at all within a month, you can lodge a complaint with the Information Commissioner's Office (ICO) and seek a judicial remedy.

write to: [Information Commissioner's Office](#)
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

visit: go-ahead.com

The data controller is Go South Coast.

If you have any queries or concerns about how we manage your personal information you can contact our Data Protection Manager, Ben Murray, on:

tel: **01202 688740**
write to: **Ben Murray**
Go South Coast
Towngate House
2-8 Parkstone Road
Poole
Dorset BH15 2PR



bluestar 

Damory

EXCELSIOR

 Hants & Dorset
REPAIR
REFURBISH
REPAINT

 more

Salisbury
reds

SOUTHERN
VECTIS
◀ the island's buses ▶

 TOURIST

swindon's
bus company

UNI**BUS**

unilink

 go southcoast

We're part of the
Go-Ahead
Group