

## Job Application Form

(Please complete in black ink)

Office Ref.

**Application for Post of:**

**Minibus Driver**

Please give your reasons for applying for this post. What are the skills, interests and experience that you could bring to the post? Please include details of any voluntary work. Note that the tasks required to be undertaken by the post holder are detailed in the Job Description. Applicants are advised to present evidence of how they meet the criteria given in the Person Specification.

**Do not enclose a separate CV or references; they will not be copied to the selection panel.**

**A. Why do you wish to be considered for this post?**

(please note that we ask for evidence about how you meet the person specification overleaf)

**Do you consider that you have a disability?** Yes  No

if Yes, please give details

**Do you have any access requirements or conditions that we could make adjustment for you in this role?** Yes  No

if Yes, please give details

Please continue over if you wish.

**B. Please present evidence of the extent to which you meet each part of the person specification.**

Suitable evidence would illustrate that you have the skills, experience or aptitude to meet the person specification.

**Please ensure that you complete this section including information that supports your suitability**

*If using Word then adjustment can be made to this table format.*

**The ideal candidate will be / have / able to:**

Good customer orientated approach

Able to operate cash accounting system

Flexibility in working practice

Able to drive large minibuses

Honest and reliable

Able to handle operational problems

Practically minded

Interest in charity work and community development

Understanding of transport issues for vulnerable or disadvantaged people

Good knowledge of Fareham and Gosport

Already hold a MIDAS certificate

Experience of minibus maintenance requirements

Please use up to one more side of A4 if you wish.

**Education & Training**

Please give details of your educational qualifications and experience, including subjects taken and short courses where appropriate.

School/College/Organisation (with dates)	Qualifications/Courses/Subjects taken with grades where applicable          Please continue overleaf if you wish
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**Current Employment** (please include paid and unpaid work)

For how many hours per week are you currently employed?

**Present or most recent employer/organisation**

Name and Address	Job Title and brief description of responsibilities	From	To
Please continue overleaf if you wish			
Reason for wanting to leave / change			

**Previous Employment** please identify your employment for at least over the last 10 years and identify and explain any gaps; gaps will not act against your selection.

Name and Address	Job Title and a brief description of responsibilities	From	To
Please continue overleaf if you wish Please give a list of employers and approx. dates if you have had over 4.			

If appointed when could you start this job?

Do you smoke?    Yes     No

**Where did you first see this job advertised?**

Job Centre     New Jobs     E-news/ Website     Other

for continuation of any section you wish

Ref.

Application for the Post of:

**Personal Details** please complete IN BLOCK CAPITALS or use the Word version

Surname	<input type="text"/>	Forenames	<input type="text"/>
Address	<input type="text"/>		
Telephone Nos Home	<input type="text"/>	Mobile	<input type="text"/>
Email Address	.....		
Are you over 18?	Yes / No	If no please give date of birth	.....
NI Number	or other evidence of eligibility to work in UK. A copy of evidence eg copy of passport, will be required		

**Criminal Convictions**

This role, in accordance with our Safer Recruitment Procedures requires a Basic criminal records Disclosure. Having a criminal record, in accordance with our Recruitment of Ex-offenders, would not necessarily prevent you from being selected for interview and the role.

Do you have any unspent convictions? Yes  No   
if Yes, please give details, date and nature of offence(s), (this can be in a sealed envelope if you wish)

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

Signature  Date

### REFEREES

Please give the names and addresses of two referees, who should not be related to you. Unless there is good reason, we would prefer one of these to be taken from your most recent employer or course supervisor (where applicable). References for all short-listed candidates will be taken up prior to interview. If you do not wish us to take up a reference from your current employer at this stage, please say so and it would then be helpful to us if you could give an additional referee who can be contacted prior to interview. If the employer reference is not taken up at this stage any offer of appointment will be made subject to that reference being satisfactory.

**REFEREE 1** (Current or **most recent** EMPLOYER / or course SUPERVISOR if in education)

NAME POSITION

COMPANY

ADDRESS/EMAIL

TELEPHONE NUMBER

Please tick if we should not contact prior to final selection

**REFEREE 2**

NAME

COMPANY

ADDRESS/EMAIL

TELEPHONE NUMBER

Please state in what capacity the referee is known to you .....

**REFEREE 3** Alternative referee if employer is not to be contacted before offer

NAME

COMPANY

ADDRESS

TELEPHONE NUMBER

Please state in what capacity the referee is known to you .....