

APPLICATION FOR EMPLOYMENT

Private and Confidential

Please tick which depot(s) that would be of most interest to you

Depots: Campbeltown Ardrishaig Oban Dunoon Bute

Fairline Coaches Glasgow Citybus Glasgow CityLink City Sightseeing Glasgow

Position applied for:..... Full/part-time/casual.....

Have you ever applied for employment with, or worked for West Coast Motors or any of it's subsidiary Companies? Yes No

If so, please state where, when and in what capacity.....

Details

Title (Mr/Mrs/Miss/Ms)..... Surname..... Forename(s).....

Address.....

Post Code

Tel No: Mobile No:.....

Work Tel No: (If we may contact you there).....

Email Address:

Are you eligible to work in the UK? Yes No (Please indicate review date if this is not indefinite)

..... NI Number.....

NOTE: Please be advised, you will be required to bring along one of the following if invited to an interview, Driving Licence, UK passport.

Licence details

Do you hold a current driving licence?

CAR YES NO Date passed test.....

PCV YES NO Date passed test.....

LGV YES NO Date passed test.....

Is your PCV licence limited to automatics? YES NO

Licence No: Classes Held:

Is your licence free from endorsements? (If no please provide details) YES NO

Date of offence Convictions Penalty/No of points Conviction code (i.e. SP30)

Road Incidents

Please give details of any road accidents, blameworthy or otherwise, in which you have been involved in the last 5 years including dates and details.....

CPC Training

Have you completed your CPC Training? YES NO

If yes, please give dates and details of modules

General Education and Training

Please include any full/part time courses, including apprenticeships, correspondence and vocational qualifications.

Subjects/Course title	Qualifications achieved	Grade	Dates

Present or Most Recent Employer

Company name	
Position / Responsibilities	
Reason for leaving	

What period of notice are you required to give your present employer.....

Previous Employment

Company name	
Position / Responsibilities	
Reason and date left	
Company name	
Position / Responsibilities	
Reason and date left	
Company name	
Position / Responsibilities	
Reason and date left	

About Your Health

Do you have a disability or condition which could affect your ability to do this job? Yes No

If yes, please specify.....

.....

Are there any special arrangements or adjustments that we may need to make should you be invited for an interview or offered this job?.....

.....

Convictions and Motor Offences

Apart from offences that are "spent" under the terms of the Rehabilitation of Offenders Act 1974 please answer the following questions:

SECTION A (for all roles which involve driving you must also complete SECTION B)

Have you ever been convicted of a criminal offence? Yes No

If yes, please give details.....

Have you ever been convicted of a motoring offence? (excluding parking offences) Yes No

If yes, please give details.....

Are you currently involved in proceedings which may lead to a conviction? Yes No

If yes, please give details.....

SECTION B

Applicants for all bus driver positions must complete this section. As your job will involve driving a bus with children or vulnerable groups you must tell us about all criminal convictions (spent or unspent). If you are offered this job a criminal records disclosure report will be requested from Disclosure Scotland. Failure to disclose a relevant conviction will be deemed to be an act of gross misconduct.....

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Additional Information

Please state briefly why you are applying for this position. Describe any experience which you think may be helpful in your application.....

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Equal Opportunities

As an equal opportunities employer, we welcome applications from people in every part of the community. West Coast Motors is committed to providing equality of opportunity. In order to help us ensure our policy is being carried out, we need the information below to analyse the applications we receive. Please complete this slip and return it with your application form. This information is not used in any way as part of the selection process. If you wish to opt out of providing this information, please tick this box . This form is confidential and will be kept separately from your application form.

Name..... **Gender:** MALE FEMALE

Date of birth:

Do you consider yourself to have a **disability** Yes No

The Disability Discrimination Act defines disability as a "physical or mental impairment which has a substantial and long term adverse effect to carry out normal day-to-day activities.

Long-term is defined as having lasted or likely to last at least 12 months or for the rest of the life of the person affected.

If yes, what is the nature of your disability.....

How did you become aware of this vacancy?.....

Nationality.....

I would describe my ethnic origin as:

(By ethnic origin we mean colour and broad ethnic group, we do not mean nationality or place or birth, as UK citizens can belong to any of the groups listed.)

White

British English Scottish Welsh Irish European Other white, please state.....

Mixed

White/Black Caribbean White/Black African White Asian Other mixed, please state.....

Asian

Indian Pakistani Bangladeshi Other Asian, please state.....

Black

Caribbean African Other Black, please state.....

Chinese

Chinese

Any other background (Please state)

References

Please give details of two people who we can approach for references, one of whom should be your present employer. Your current employer will not be contacted until you have accepted a position within West Coast Motors.

1. Current/most recent employer

Name:

Position:

Business address:

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Tel No:

2. Current/most recent employer

Name:

Position:

Business address:

.....

Tel No:

Declaration

By submitting your personal data and application, you:

(1) declare that you have read, understood and accepted the statements set out in this data protection policy available on the Company website;

(2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected;

(3) are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described;

(3) understand the information provided on ethnic origin and medical history is required for monitoring purposes only.

(4) are authorising the Company to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

Applicants signature

Date:

Please return this form to:

Personnel Department

West Coast Motors

Benmhor

Campbeltown

Argyll

PA28 6DN