



## **Driver Application Form**

To ensure that we maintain our excellent performance, we look to recruit drivers of a high calibre. Whilst it is not physically difficult to drive a bus, we do require certain attributes to be a successful bus driver. You must be numerate and literate as well as tactful and confident in your approach to the travelling public. Although our school services run in term time, we operate an ever expanding service for private hire to other organisations and businesses, therefore buses run seven days per week you must be prepared to work shifts, evenings and weekends.

As a first step towards a career at The Green Bus you must have held PCV category D licence for at least two years or if less, have relevant driving experience. We can offer an excellent pay and benefits package in an industry that is growing every day; which means that you can have the added benefits of a job that offers both security and satisfaction.

### **MAKING AN APPLICATION TO THE GREEN BUS**

This form is for bus driver vacancies only.

Once you have printed the application form you must ensure that you have answered ALL the questions as fully as possible. If you do not complete the form properly your application may be rejected. Before sending your application to us you must meet our minimum criteria which are:

- You must have held a valid United Kingdom driving licence for a MINIMUM of TWO years
- You must have no more than SIX penalty points on your licence
- If you have been convicted of a drink/drive offence, you must wait a MINIMUM of five years after the expiry date of the driving ban.
- We will not accept an application if you have more than one drink/drive conviction
- Please provide full postal addresses for ALL your previous and current employers. If you do not your application will be delayed and maybe rejected
- Please write clearly any addresses, phone numbers and/or e-mail addresses
- Please provide details of your work history for the past 5 years
- If you hold a PCV category D licence please ensure you provide details of where and with whom you passed your PCV driver training with details of any PCV driving experience (even it is more than 5 years ago)
- Please enclose a copy of your driving licence

## PERSONAL DETAILS

Title	Mr/Mrs/Miss/Ms
Forenames/Given Names	
Surname/ Former/Maiden Name	
Your address including postcode	
Home telephone	
Mobile telephone	
Email address	

Have you previously worked for The Green Bus?	Yes / No
If yes, reason for leaving?	
Have you previously applied to us for employment?	Yes / No If yes, when?
How did you hear about the job?	Newspaper/ Job Centre / Friend / Poster Internet / Other (please specify)

## Employment History

Please provide details of your employment during the past **5** years. Please provide **FULL** postal addresses or a contact number for all the employers that you list below. Include details of **ANY** periods of unemployment/studying (including address of where you were claiming benefits or studying). Start with your present or most recent employer and work back. Any gaps/unaccounted periods in your work history can result in your application being rejected.

Do you require a visa/work permit to take employment in the United Kingdom?	Yes / No
If <b>YES</b> what type of visa/work permit do you have and are you restricted by the type of employment you can take or the number of hours you are permitted to work (for example Student Visa)?	Give details:
Which language is your first / main language?	
Do you speak any other languages and to what level?	

Name and address of employer	Date and description of your role	Why did you leave?

We will approach your current and previous employer for an employment reference; do you have any objection to your present or previous employers being approached for a reference prior to interview?

NO / YES

If **YES** please state which Company and reason:

### Qualifications and skills

Please list below your qualifications from secondary school onwards:

<b>School</b>	<b>From</b>	<b>To</b>	<b>Qualifications</b>
<b>University / Higher Education</b>	<b>From</b>	<b>To</b>	<b>Qualifications</b>
<b>Other formal training</b>	<b>From</b>	<b>To</b>	<b>Qualifications</b>
<b>Vocational Training Provider</b>	<b>Date</b>		<b>Subject</b>

### Your driving licence details

UK Driving Licence Number		
How long have you held a full UK driving licence?	Years	Months
Have you exchanged a foreign licence for a UK Licence?	Yes / No	Date
PCV – Category D	Yes / No	Expiry Date
LGV – Category C	Yes / No	Expiry Date
Are there any driving convictions or endorsements on your licence?	Yes / No	If yes, please detail below:

Please state which organisation provided your PCV training.	
Have you undertaken any periodic training (Driver CPC)?	Yes / No
If yes, how many hours have you been accredited?	
Have you completed the BTEC bus driver qualification?	Yes / No  Date

Please enclose a photocopy of your licence. If you hold the new style photo-card licence please copy the paper counterpart (D740) and **both** sides of the photo-card.

If you have been issued with a DQC card please enclose a copy.

**Convictions**

Have you ever been convicted for a criminal offence (which is not spent under the Rehabilitation of Offenders Act 1974)?	Yes / No
If <b>YES</b> please provide details of the offence and sentence in the space provided (continue on a separate sheet if required).	Date  Offence  Sentence / Court Order/ Penalty / Fine

**Additional Information**

Please use this space (or additional paper if necessary) to provide any information that you feel may be relevant and useful in processing your application:

**Declaration**

All employment is subject to satisfactory CRB, employment references, medical examination and a period of probation.

I confirm that the information in this application form is correct to the best of my knowledge. I hereby give my explicit consent to The Green Bus 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.

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, return it in the envelope provided along with a photocopy of your driving licence to:

***The HR Department  
The Green Bus  
386 Park Road  
Hockley  
Birmingham  
B18 5ST***