

# ALBA TRAVEL

Tel: 01768 870219

Mob: 07876 056914

Fax: 01768 870819

enquiries@albatravelcumbria.co.uk

## APPLICATION FORM

Private & Confidential

### Employment Request

Where did you hear about this vacancy:

What position are you applying for:

When would you be available to start:

Full-time work?  or Part-time  State days/hours:

If offered a position will you continue to work in any other capacity? Yes/No

If yes please give full details:

Have you previously worked for us? Yes/No If yes when?

Have you previously applied to us for other positions? Yes/No

If yes give details:

Salary expected: £                      per

### Personal Details

Full Name: Title:                      Forename(s):                      Surname:

Home Address:

Postcode:

Home Tel No:

Business Tel No:

Mobile No:

Are you legally eligible for employment in the U.K? Yes/No

D.O.B

Do you require a work permit to work in the U.K? Yes/No

Is your ability to perform the particular job for which you are applying limited in any way? Yes/No

If so how can we overcome this?

Do you hold a current PCV Drivers Licence?                      Manual Yes/No                      Auto Yes/No

Do you hold a current Driving Licence?                      Yes/No

Please give details of any driving offences currently under endorsement:

### Employment

List below present and past employment, beginning with your most recent.

Name & Address Of Employer	From: Month Year	To: Month Year	Salary £	Name of Manager
			Per:	
	Job Title: Describe the work you did:			
Tel No:				
Type of Business	Reason for leaving:			

Name & Address Of Employer	From: Month Year	To: Month Year	Salary £	Name of Manager
			Per:	
	Job Title: Describe the work you did:			
Tel No:				
Type of Business	Reason for leaving:			

Name & Address Of Employer	From: Month Year	To: Month Year	Salary £	Name of Manager
			Per:	
	Job Title: Describe the work you did:			
Tel No:				
Type of Business	Reason for leaving:			

**NOTE: Please use separate sheet for further details, and/or attach c.v.**

### **Education, Qualifications & Training**

Begin with your most recent events; give details of your education, qualifications and training to date. Include under "Details" the places you attended.

Details	Dates From/To	Qualifications Gained

**Experience**

Outline particular experience gained in previous positions, or in activities outside work that show your aptitudes and skills for the position applied. Eg. voluntary, freelance, project work

Dates/duration:	Description:

**Additional Information**

Give any further information, which you think may assist us in considering your application

**Disclosure of Criminal Background (Please read notes attached)**

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the

police?  If yes, please give details of offences, penalties and dates.  Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? If yes, please give details.	Yes/No    Yes/No
--	------------------------------

**References:**

Please provide names, addresses and occupations of **two** referees (**not relatives**), whom we may approach with regard to your application. Your manager in your current job and a similar individual from a previous employment should be provided.

Name: Occupation: Address:       Tel No:	Name: Occupation: Address:       Tel No:
---	---

Please state whether your referees can be approached at any time or only after an offer of employment has been made. **Any time/After job offer**

<p>I understand that all or parts of the information on this form may be held on paper or computer files and used for the purpose of Recruitment and Selection and Personnel Administration. Such use will be subject to the provisions of the Data Protection Acts 1984 and 1998. I agree to Alba Travel Ltd processing personal data contained in this form or other data, which Alba Travel Ltd may obtain from me during the course of my employment or for any other legitimate reason.</p> <p><b>Declaration:</b> I declare that the information given in this document is true to the best of my knowledge. I understand that any wilful misrepresentation or omission may result, if appointed, in disciplinary action being taken which may include dismissal. I understand that any job offer is subject to references and a probationary period all of which must be deemed by the Company to be satisfactory.</p> <p>Signature:..... Date:.....</p>
---

**For Office Use Only**

Application Form evaluated by: Date: Comments:  Action: 1 <sup>st</sup> Stage Interview Date:                      Reject <input type="checkbox"/> Hold <input type="checkbox"/> 2 <sup>nd</sup> Stage Interview Date:                      Reject <input type="checkbox"/> Hold <input type="checkbox"/>	C.V. <input type="checkbox"/> Medical Questionnaire <input type="checkbox"/> References <input type="checkbox"/>  Offer Details                                      Start Date:
---	--

## **APPENDICE TO APPLICATION FORM**

### **Notes on Disclosure of Criminal Background (Please read before completing Section in Application Form)**

In accordance with the Rehabilitation of Offenders Act 1974 and the Data Protection Acts 1984 and 1998, only information necessary for the post applied for will be sought. All drivers will be expected to be able to carry out school bus activities. For legal reasons, the Council requires that all drivers pass the Enhanced Disclosure carried out by Disclosure UK. This will take into account all criminal proceedings past or pending even if spent or not actually convicted. Employment is conditional upon attaining and retaining this clearance. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this post. The post you have applied for is excepted under the Rehabilitation of Offenders Act 1974 which means that all convictions, reprimands and final warnings on your criminal record need be disclosed.

Created on 23/04/10