



**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

**NAME:**

**POSITION APPLIED FOR:**

Please complete this form accurately and in full, as it forms the initial stage of the selection procedure. PLEASE USE BLACK INK.

Please return to:

**Commitment to Diversity:**

Accessible Transport Group (ATG) is committed to equal opportunities in employment and we positively welcome your application irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The information requested on this form is required to assess your suitability for the job. The information provided will only be used for this purpose and to help monitor the effectiveness of its Equality Policy in this area.

**PERSONAL DETAILS:**

<b>Title:</b>	<b>Forenames:</b>	<b>Surname:</b>	
<b>Address:</b>	<b>Daytime Tel Number:</b>		
	<b>Evening Tel Number:</b>		
	<b>Mobile Tel Number:</b>		
	<b>Email Address:</b>		
<b>Postcode:</b>			
<b>National Insurance Number:</b>			
<b>Driving Licence Number:</b>	<b>Categories on the Licence:</b>	<b>Date Passed Test:</b>	
<b>Do you need a work permit to work in the UK? YES / NO</b>			
<b>Have you ever been dismissed or asked to resign (other than redundancy): YES / NO (If YES give details)</b>			

**EDUCATION / QUALIFICATIONS:** (including overseas) Please start with secondary education:

<b>Name of School/College/University etc</b>	<b>Examinations Taken or to be Taken</b>	<b>Results &amp; Grades</b>	<b>Date Achieved</b>

**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:** Please list any professional institutions of which you are a member, giving date of membership and status relevant to this job.

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**TRAINING:** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

<b>Organising Body</b>	<b>Course Title</b>	<b>Results &amp; Grades</b>	<b>Date Achieved</b>

**EMPLOYMENT HISTORY:** Please list all past employers (most recent first), giving name, address and telephone number of the employer. Please also indicate the employer's business (e.g. supermarket).

<b>Name &amp; Address of Employer:</b>	<b>Position Held:</b>	
	<b>From:</b>	<b>To:</b>
	<b>Salary:</b>	
	<b>Reason for leaving:</b>	
	<b>Notice Required:</b>	
	<b>Nature of the Business:</b>	
<b>Telephone Number:</b>		
<b>Duties:</b>		

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	<b>From:</b>	<b>To:</b>
	<b>Salary:</b>	
	<b>Reason for leaving:</b>	
	<b>Notice Required:</b>	
	<b>Nature of the Business:</b>	
<b>Telephone Number:</b>		
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	<b>Salary:</b>	
	<b>Reason for leaving:</b>	
	<b>Notice Required:</b>	
	<b>Nature of the Business:</b>	
<b>Telephone Number:</b>		
<b>Duties:</b>		

*Please attach an additional sheet if necessary.*

**Evidence of your suitability for the vacancy**

Please carefully read the enclosed person specification and job description and provide details of the relevant skills, abilities, experience and knowledge that you have which enables you to carry out the job effectively. These may be gained from your life and work experience (paid or unpaid), education, training or hobbies and interests. Where possible provide examples of how you have put your skills and knowledge into practice and to what effect. Continue on a separate sheet if necessary.

**REFERENCES:**

Please give names, addresses and telephone numbers of two referees, one of whom should be your present/most recent employer. School leavers should give names of Lecturers/Headteacher as appropriate. **Should you not wish for us to contact the referees without your consent please enter an 'X' in the relevant box.**

**All references are retained for 6 months from the date of appointment if successful.**

<b>PROFESSIONAL</b>	<b>CHARACTER OR PROFESSIONAL</b>
<b>NAME:</b>  <b>ADDRESS:</b>   <b>TEL NO:</b> <input type="checkbox"/>	<b>NAME:</b>  <b>ADDRESS:</b>   <b>TEL NO:</b> <input type="checkbox"/>

**Privacy Policy-GDPR**

I understand that if my application is successful my application details will be held for a maximum of six months. I understand that if my application is unsuccessful my application information will be held for a maximum of 12 months. If any vacancies become available that may be suitable to you during that time we will inform you.

I understand the information I have given in this application may be stored by ATG manually or electronically, and I have the right to see a copy of the information held about myself by appointment with the Head of HR. Please sign to provide consent of your application details being held.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**EQUAL OPPORTUNITY POLICY**

The company wholeheartedly supports the equality in employment and is opposed to all forms of unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The company will take every step to ensure individuals are treated equally and fairly, and decisions on recruitment and selection are taken solely on job based criteria. However, within the framework of the law, the Company is committed, wherever practicable, to achieving and maintaining a workforce, which broadly reflects the community in which the Company operates.

**DECLARATION:**

I understand all offers of employment are subject to satisfactory references, medical and a Disclosure and Barring Services check. Offers of employment may be withdrawn in the event of either or all not being satisfactory.

I understand false or misleading, or deliberately omitting relevant information will disqualify me from appointment or, if appointed, make me liable to dismissal, without notice.

**I confirm that to the best of my knowledge, the information given in this application is true and correct.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_