

## Employment and Shifts Required:

Position being applied for:					
Where did you hear about this vacancy / about the company?					
Current Notice Period:	None <input type="checkbox"/>	1 Week <input type="checkbox"/>	2 Weeks <input type="checkbox"/>	1 Month <input type="checkbox"/>	Other: _____
When would you be available to start?					
If successful, will you also be working for any other employers? (This includes any work you may do on a voluntary basis.)			No <input type="checkbox"/>	Yes <input type="checkbox"/> Please advise how many hours this is and the frequency below	
Declaration of work/hours to be continued with other employers / voluntary bodies:					
Have you previously worked for Pat's Coaches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		If yes, when?	
What are you looking for:	Schools <input type="checkbox"/>	Private Hire <input type="checkbox"/>	UK Tours <input type="checkbox"/>	EU Tours <input type="checkbox"/>	Any <input type="checkbox"/>
What hours are you looking for:	Schools Only on am/pm split-shifts <input type="checkbox"/>			Min: _____	Max: _____

## Personal Details:

Full Name:	Title:	Forename(s):	Surname:
Home / Correspondence Address (including Post Code):			
Current Address on Driving Licence including Post Code (if different to correspondence address):			
Contact Number(s):	Home:	Mobile:	
Date of Birth:	National Insurance Number:		

### Applications for Drivers Only:

Before we can offer you a position with Pat's Coaches as a PCV Driver, we need to check that you have the correct entitlements on your driving licence, no restrictions from undertaking work classed as 'for profit or reward' or other licence-related restrictions preventing you from performing the required duties and that you hold a valid Drivers Qualification Card (CPC). (You will also be required to pass an Enhanced DRB Check if you don't currently hold one.)

To do this you can print a copy of your Licence Summary as per the Check My Licence service provided by DVLA on <https://www.gov.uk/view-driving-licence>, you can provide us with the 'Check Code' produced through this service or, alternatively, if you have limited access to computer/internet facilities you can provide your consent for our HR department to access this information on your behalf using the information provided in your application form.

Licence Summary Attached:	<input type="checkbox"/>	Licence Check Code Provided:	_____	Consent to access on my behalf (Signed):	_____
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<b>Driving Licence Number</b>	
<b>Digital Tachograph Card Number</b>	
<b>Driver Qualification Card (CPC Card) Expiry Date (4b.)</b>	

## Eligibility:

<b>Nationality:</b>		
<b>Are you legally eligible for employment in the UK?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you have proof of eligibility to work in the UK?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you require a Work Permit to work in the UK?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for Pat's Coaches?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>As mentioned above, you will be required to pass an Enhanced DRB Check for many of the routes we operate. Please give details of any criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974) and advise us of any obstructions to passing an Enhanced DRB Check that you are aware of:</p>		

## References:

Please provide contact details for two references, who are not relatives, preferably previous employers and advise if they are contactable prior to offering you a position at Pats Coaches Ltd.	
<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>
<b>Company Name</b>	<b>Company Name</b>
<b>Address</b>	<b>Address</b>
<b>Number</b>	<b>Number</b>
<b>E-mail</b>	<b>E-mail</b>

## Employment History:

Please provide your employment history, starting with your current or most recent employment. Use a separate sheet for more details of employment.

Name & Address of Employer	From Month      Year	To Month      Year	Salary
			£
	Job Title:		
	A brief description of your duties		
Telephone:			
Business Type:	Reason for leaving		

Name & Address of Employer	From Month      Year	To Month      Year	Salary
			£
	Job Title:		
	A brief description of your duties		
Telephone:			
Business Type:	Reason for leaving		

Name & Address of Employer	From Month      Year	To Month      Year	Salary
			£
	Job Title:		
	A brief description of your duties		
Telephone:			
Business Type:	Reason for leaving		

Name & Address of Employer	From Month      Year	To Month      Year	Salary
			£
	Job Title:		
	A brief description of your duties		
Telephone:			
Business Type:	Reason for leaving		

**Additional Information:**

Please provide any additional information you feel would support your application, or that you think the Company would need to be aware of. *Please use a separate sheet if you require additional space.*


**Declaration:**

As per the GDPR (General Data Protection Regulation) and the Data Protection Act 2018, I am aware that Pat’s Coaches Ltd needs to collect and process certain information about employees and applicants, in order to operate its business and comply with all legal obligations. All reasonable precautions will be taken at all times to protect information against unauthorised use or access.

If my application is unsuccessful, I am aware that the Company will retain my information on file for potential future employment opportunities, in line with their Records Management, Retention and Disposal Policy and no longer than necessary. I am also aware that I retain the right to request removal, update or correction of my information during that period.

*To the best of my knowledge and belief, the information provided on this form is accurate and up to date.*

*I consent to the Company retaining this information as per the above declaration.*

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

**For Office Use Only:**

<b>Application form received by:</b>		<b>Date:</b>	
<b>Comments:</b>			
<b>Invited to interview:</b>		<b>Date &amp; Time of Interview:</b>	
<b>References received:</b>	<b>1<sup>st</sup>: Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>2<sup>nd</sup>: Yes</b> <input type="checkbox"/>
		<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Offer Details:</b>			
<b>Offer Sent: Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Date:</b> _____		<b>Offer Accepted: Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Date:</b> _____	
<b>1<sup>st</sup> Available Start Date:</b>		<b>Official Start Date:</b>	