



## APPLICATION FOR EMPLOYMENT

Please complete all sections of this application form, as incomplete forms may not be considered further. PLEASE WRITE IN BLOCK CAPITALS

Post applied for	
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FOR OFFICIAL USE ONLY

**About you...**

Surname	
First Name(s)	
Address Line 1	
Address Line 2	
Town/City	
Postcode	
Home telephone	
Mobile telephone	

Date received		
Interview?	Yes	No
Interview date/time		
Medical		
ID docs checked		
Offer job?	Yes	No
Date notified		
References requested		
References received		

Are you legally entitled to work in the UK? Yes  NO

START DATE	
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**Your driving licence details...**

For how long have you been driving?				
For how long have you been driving continuously in the UK on a full valid licence?				
For how long have you held a full UK driving licence or equivalent?				
Driving licence categories				
Do you hold a current PCV licence?	Yes	No	Expiry Date	
Do you hold a CPC? (PCV licence holders only)	Yes	No	No of days completed	
Do you hold a Durham County Council taxi badge?	Hackney?	Private Hire?	Joint?	Expiry Date?
Do you hold a schools transport badge?	Durham?		North Yorkshire?	

**Motoring related offences...**

Are there any endorsements on your licence? YES  NO  If YES, please give details

Date of Offence	Conviction	Penalty or number of points	Conviction Code

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**Criminal convictions and legal proceedings...**

Ex-offenders will be considered for employment on their merit. Convictions are only taken into account if they are related to the post applied for. Please enter details below of any court or court martial conviction. If you have no convictions, please write NONE.

The **Rehabilitation of Offenders Act 1974**. You are not required to enter details of any offences which are spent under terms of the Act. If you are uncertain as to whether or not your offences are spent, contact your local Citizens Advice Bureau for confidential advice.

Any false statement will disqualify you from employment or, if discovered after employment has commenced, render you liable to dismissal without notice.

Date of conviction	Nature of offence or attachment of earnings order	Sentence or Court order with costs

## Your employment history and work experience...

Please provide details of all previous employment. Include any periods of voluntary work or unemployment

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Company name & full address and postcode	What did you do?	Dates employed		Why did you leave?
		From	To	
Contact name for reference:				

References	
Date Requested	Date Received

Contact name for reference:				

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Contact name for reference:				

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Contact name for reference:				

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Contact name for reference:				

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We will require satisfactory references covering the previous 5 years of employment. It is a final decision of the Company to determine if such references are satisfactory to us.

Do you object to your present or any previous employer being contacted for a reference? Yes  No

If Yes, please state:

Employer	Reason you do not wish them to be contacted for a reference

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### ***Your education and qualifications...***

Please give details of any full or part time courses, including apprenticeships and distance learning.

Qualification	Grade/Level	School/College/University

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### ***Please tell us more about you...***

**All Applicants:** Please use this space to give additional information which you believe is relevant to your application. You can include voluntary and unpaid work as well as hobbies/interests and any personal achievements.

**Bus Driver Applicants:** We would particularly like to hear about any experience you may have of dealing with customers, especially members of the public and handling cash.

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### ***Declaration...***

I confirm that the information provided on this application form is correct. I understand that if it is found that I have given false information or withheld any relevant details, I will, if appointed, be liable to dismissal without notice.

I also consent to Hodgsons processing and maintaining the personal information given on this form for any purpose connected with my application.

SIGNATURE		DATE	
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