

# Galloway European Coachlines Ltd

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www.travel-galloway.com

# Galloway

Position applied for:	Date of application:
Location:	When would you be able to start:
Where did you hear about this vacancy:	

## Personal details

Surname/family name:	Current address:
First name(s):	
Previous surname(s):	Postcode:
Known as:	Home tel: Mobile:
	Email:

## Education and training

Please give details of any academic and vocational qualifications you have undertaken as well as relevant training, including secondary, further and higher education. Continue on a separate sheet of paper if required. Please be prepared to bring original certificates to interview.

Qualification gained/pending	Grade/Level	Establishment School/College/University	Date achieved	Awarding body

Professional Membership and other qualifications:

## Employment history

Please give details of your previous employment covering the last ten years. This should include paid and unpaid employment, work experience and placements. Exact dates of employment must be given. If different posts with the same employer include them separately. Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary. Please start with you present employer. If you are not currently in employment please leave blank.

Present employer:	Employer's name:
Job title:	Employer's address:
Brief description of duties:	Postcode:
	Tel:
	Date started: Notice period if applicable:

## Previous employment

Employer	Job role	Main tasks/responsibilities	Reason for leaving	Employment start and end dates

## Eligibility to work in the UK

Do you need a work permit to work within the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	National Insurance Number:
If Yes please give details of permit:	If no National Insurance Number is available, do you have evidence of your entitlement to live and work within the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Personal statement

Please refer to the enclosed job description and person specification. You should give examples to demonstrate you meet each of the required criteria listing the skills you have relevant to the job. **Continue on separate sheet if necessary.**

## References

Please provide details of two referees who are willing to be contacted. One referee must be your current or, if currently not working, your last employer. For students, one referee should be from your college. Referees will not be accepted from relatives or people you only know as friends. References are usually taken up before interview. Please indicate if this is not acceptable. A job is not offered until satisfactory references have been obtained.

Reference details (1)	Name:	Reference details (2)	Name:
Job title:		Job title:	
Company:		Company:	
Address:		Address:	
Postcode:	Tel:	Postcode:	Tel:
Relationship to self:		Relationship to self:	
This reference may not be taken prior to interview (please tick if applicable): <input type="checkbox"/>		This reference may not be taken prior to interview (please tick if applicable): <input type="checkbox"/>	

## Driving Licence & DQCPC

Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please list any motor vehicle accidents in the last 3 years. Give details and dates: _____ _____
Do you have any points on your licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes how many?                      When do they expire?		

**The remainder of this section is to be completed by applicants applying for driving roles only.**

Have you ever been disqualified from driving?	Yes <input type="checkbox"/> No <input type="checkbox"/>	PCV test passed date?	_____
If Yes please provide details:		Date current driver CPC card expires?	_____
Have you ever been to court and convicted of a criminal offence arising from driving? (This is any live motoring offences other than a fixed penalty settled out of court)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of CPC Modules currently banked?	_____
		Do you hold a Digital Tachograph Driver Card?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Drugs and alcohol testing

Galloway operates a Drugs and Alcohol Policy which will require you to undergo drug and alcohol testing in the course of your employment.

Do you agree to be tested randomly or for Cause as required whilst an employee of Galloway European Coachlines?

Yes  No

## Criminal convictions and cautions

If the post you are applying for involves contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales) this will be stated clearly within the Application Information Pack. If the post is exempt you are not entitled to withhold information about police cautions and convictions that have been 'spent' under the act. Appointments to exempt positions are subject to a Disclosure and Barring Service Check at the appropriate level.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a current DBS/CRB Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Have you joined the DBS update Service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please provide details on a separate sheet of paper in a sealed envelope attached to this form Marked 'Confidential'. Information required would include date, court and nature of the offence.		Please provide details of your DBS/CRB certificate number and issue date:	

## Declaration

The information you provide will be handled and processed in accordance with the Data Protection Act 1998. It may be used by the employer for business purposes including the prevention and detection of fraud as well as HR purposes and administration. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person. **I understand that any false, inaccurate or incomplete information made in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment. I declare that all the information given as part of my application is true.**

Signed:

Date: