

PTS-247 Ltd Job Application Form

Vacancy Title:

PTS-247 Driver

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Mobile No:

Home Contact No:

Email address:

Address:

Postcode:

N.I. Number:

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Bank Details.

Title.

Sort.

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Account.

Are you free to remain and take up employment in the UK? Yes No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

Driving Licence (if relevant to post applied for)

Do you hold a full, clean driving licence valid in the UK? Yes No

If no, please give details:

Convictions/ Disqualifications

Upon offer of employment, we reserve the right to request a Criminal Records Bureau Disclosure at enhanced level and this disclosure will include details of cautions, reprimands, or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

2. Education/Qualifications

School (11+)	Start Date	Qualification and Grade	Completion Date
College / University	Start Date	Qualification and Grade	Completion Date
Ongoing Professional Development	Start Date	Qualification and Grade	Completion Date

Training and Development

Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

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Position Held:

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3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first. **(We require a full work history with any gaps in employment explained)**

Current or most recent employer.

Address:				
Employment Dates:	Started:	Left:	Reason for Leaving:	Postcode:
Salary when left this post:			Notice Period:	
Brief description of duties:				

Previous employer.

Name of Employer:				
Address:				
				Postcode:
Position Held:				
Employment Dates:	Started:	Left:	Reason for Leaving:	
Salary when left this post:			Notice Period:	
Brief description of duties:				

Explanation for any gaps of more than 1 months in the employment history:

Previous employer.

Name of Employer:

Address:

Postcode:

Position Held:

Employment Dates:

Started:

Left:

Reason for Leaving:

Salary when left this post:

Notice Period:

Brief description of duties:

Explanation for any gaps of more than 1 months in the employment history:

Previous employer.

Name of Employer:

Address:

Postcode:

Position Held:

Employment Dates:

Started:

Left:

Reason for Leaving:

Salary when left this post:

Notice Period:

Brief description of duties:

Explanation for any gaps of more than 1 months in the employment history:

4. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1	Reference 2
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Contact No:	Contact No:
Email:	Email:
How is this person known to you:	How is this person known to you:
Do you wish to be consulted before this referee is approached:	Do you wish to be consulted before this referee is approached:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

We reserve the right to contact any of your other previous employers within the last three years.

5. Declaration

Statement to be Signed by the Applicant (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that PTS-247 Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

PTS-247 Ltd reserves the right to verify any of the data supplied in your application.

Signature

Date

If you return this form by email, you will be asked to sign your application at interview.

6. Availability

Any planned holiday dates:

From:	To:
From:	To:
From:	To:

Shifts preferred: (please number in order of preference)

Day (usually 5.30am – 5.30pm):	
Evening (usually 6.00pm – 10.00pm):	
Saturday (usually 9.00am – 5.30pm):	
Sunday (usually 10.00am – 4.00pm):	

Minimum notice needed to work:

Expected Start Date

Do you have any legal restriction on hours you can work?

Yes

No

If yes, then please provide details:

Strictly confidential

7. Equal Opportunities Monitoring

We have a legal duty to promote equality. This applies to everything we do both as an employer and provider of services. We also have a duty to ensure that minority groups are not excluded from our recruitment process. We

want to make sure that our equal opportunities policy is working and also find out how well our recruitment process works. To help us with this we need to ask you a few questions.

Please note: The shortlisting and interview panel will not see any of this information as it is used for monitoring purposes only.

What is your gender?

Male

Female

What is your age group?

16-24

25-39

40-49

50-64

65+

Ethnic origin

A. White

- (i) White British
- (ii) White Irish
- (iii) Any other White background

B. Multiple Heritage

- (i) Black Caribbean & White
- (ii) Black African & White
- (iii) Asian & White
- (iv) Any Other Multiple Heritage

C. Asian or Asian British

- (i) Indian
- (ii) Pakistani
- (iii) Bangladeshi
- (iv) Kashmiri
- (v) Chinese
- (vi) Any Other Asian Background

D. Black or Black British

- (i) African
- (ii) Caribbean
- (iii) Any Other Black Background

E. Gypsy/Traveller

- (i) Gypsy/Roma
- (ii) Irish Traveller
- (iii) Any Other Gypsy/Traveller Background

F. Other

- (i) Any Other Ethnic Background

Religion/Belief:

- | | | | | | |
|----------|--------------------------|--------------|--------------------------|---------|--------------------------|
| Buddhism | <input type="checkbox"/> | Christianity | <input type="checkbox"/> | Islam | <input type="checkbox"/> |
| Humanism | <input type="checkbox"/> | Islam | <input type="checkbox"/> | Judaism | <input type="checkbox"/> |
| Sikhism | <input type="checkbox"/> | Other | <input type="checkbox"/> | None | <input type="checkbox"/> |

Sexual Orientation

Heterosexual Bisexual LGBTQ
Prefer not to say

Disability

Are you disabled or do you have a long-term limiting illness or condition? Yes No

If 'yes', please indicate which best describes your disability/condition.

Physical or mobility impairment
Learning disability/difficulty or cognitive impairment
Sensory impairment
Longstanding illness or health condition
Mental Health Condition
Other

Are you a carer? Yes No

A carer is someone who looks after a partner, relative or friend who is an older person, or has a disability or long-term illness. The carer may or may not live in the same household.

Religion/Belief

Buddhism Christianity Hinduism
Humanism Islam Judaism
Sikhism Other None

Sexual Orientation

Heterosexual Bisexual Lesbian/Gay Prefer not to say

Are you disabled or do you have a long-term limiting illness or condition?

Yes No

If 'yes' please indicate which best describes your disability/condition

Physical or mobility impairment

Learning disability/difficulty or cognitive impairment

Sensory Impairment

Long standing illness or health condition

Mental Health condition

Other

Are you a carer?

PATIENT TRANSFER SERVICES

A carer is someone who looks after a partner, relative or friend who is an older person, or has a disability or long-term illness. The carer may or may not live in the same household.

Yes No