



application for employment

position applied for: _____

Where did you learn about this vacancy? _____

about this form

This form is designed to tell us about you and what you have to offer. Please complete as much of it as possible to give a full picture of yourself. If there is any information about your personal situation which is relevant, but of a personal nature, this may be included in a separate covering letter which should be attached to the completed form.

Please complete the form in your own handwriting, using black ink and BLOCK CAPITALS, except where stated otherwise.

If you have any questions, please contact 023 8061 8008.

SECTION 1 personal details

surname: _____ forenames: _____

address: _____

_____ postal code: _____

time at this address: _____ years _____ months

telephone number: _____ mobile number: _____

date of birth: _____ age: _____ place of birth: _____

nationality: _____ ethnic origin: _____

marital status: single engaged married/civil partnership separated divorced widowed

number of children: _____ age(s): _____

national insurance number: _____

Have you ever been convicted for any criminal offence?

YES / NO

Are you aware of any legal action pending against you?

YES / NO

If **YES** to either of the above, please provide details.

Do not mention convictions defined as spent under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended. This appointment may require the supervision of young people and any relevant offence must be declared (see para. 1 under 'about this form'). You are advised that if you are offered a position, a criminal record disclosure will be requested from the Criminal Records Bureau.

SECTION 2 medical details

Your appointment, or continued employment, may be subject to satisfactory medical examination.

height: _____ weight: _____

Do you suffer from any serious illness? YES / NO

Do you have any physical defect or incapacity? YES / NO

Are you currently receiving medical treatment? YES / NO

Are you receiving medication? YES / NO

If **YES** to any or all of the above, please provide details.

Do you smoke? YES / NO

Are you a registered disabled person? YES / NO

If **YES**, please give your registration number. _____

When was the last time you saw your doctor and why?

SECTION 3 employment history

Please give details of your last three positions (most recent first).

name and address of employer: _____

position held: _____

from: _____ to: _____

salary: _____

reason for leaving: _____

name and address of employer: _____

position held: _____

from: _____ to: _____

salary: _____

reason for leaving: _____

name and address of employer: _____

position held: _____

from: _____ to: _____

salary: _____

reason for leaving: _____

Please give details of any other employment or experience (e.g. in customer care) which you feel relevant to this application.

Do you know anybody who works for Bluestar or any other bus company?

YES / NO

If **YES**, give details.

Have you worked for us before?

YES / NO

If **YES**, give details.

Have you applied to us before?

YES / NO

If **YES**, give details.

SECTION 4 education/training

Please give details of your formal education (most recent first).

name and address of school/college/university attended: _____

from: _____ to: _____

qualifications attained/grades awarded: _____

name and address of school/college/university attended: _____

from: _____ to: _____

qualifications attained/grades awarded: _____

name and address of school/college/university attended: _____

from: _____ to: _____

qualifications attained/grades awarded: _____

name and address of school/college/university attended: _____

from: _____ to: _____

qualifications attained/grades awarded: _____

qualifications attained subsequently/professional or vocational qualifications (e.g. M.Inst.TA, NVQ, etc.):

SECTION 5 driving licences/personal transport

driving licence no.: _____ expiry date: _____

group licences held: PCV full PCV auto PCV provisional car

Do you have any current endorsements? **YES / NO** If so, how many? _____

Have you ever been disqualified from holding a licence? **YES / NO**

Do you have reliable transport? **YES / NO**

SECTION 6 references

Please provide the names and addresses of two persons of standing, not related to you, whom we may approach for references. One of these should ideally be your most recent employer. Please state if you wish such a reference to be taken up only once an offer of employment has been made.

name: _____

address: _____

telephone number: _____ e-mail: _____

position: _____ may be contacted before offer: **YES / NO**

name: _____

address: _____

telephone number: _____ e-mail: _____

position: _____ may be contacted before offer: **YES / NO**

Do you know of any reason why you might be absent from work within the next twelve months?
(such as a scheduled hospital operation, long holiday, etc.)? **YES / NO**

If **YES**, give details.

When would you be able to start? _____

SECTION 8 declaration

I understand that my employment will be governed by the rules and regulations of the company (whether contained in the Operating and Maintenance Staff Rule Book, or certified by Notice or Agreement). I agree that I will accept the conditions and procedures set out in my Contract of Employment with the company.

I understand that by completing this form I am agreeing to the company having information regarding my age, sex and ethnic origin to help monitor compliance with the law and best practise in terms of equal opportunity and non-discrimination.

I am aware that any appointment is subject to satisfactory references, and completion of a probationary period, normally six months, during which time my employment may be terminated at any time if my progress or conduct is unsatisfactory to the company.

I agree to abide by the no smoking policy of the company as applied to vehicles and premises.

I understand that wages are paid weekly, two weeks in arrears, by bank credit transfer and it is a condition of my employment that I accept payment by this method.

I certify that the information contained in this form is, to the best of my knowledge and belief, accurate and complete.

signed: _____ date: _____

what happens next?

Please send your completed application form to:

Jobs
Bluestar
Barton Park
EASTLEIGH
SO50 6RR

Once your completed application has been received, we shall contact you to arrange an interview or to advise you if you have been unsuccessful. **Make sure we have your telephone number!**

Should you not be successful or choose not to take up an offer of employment or decide to leave us, this application form will be retained for six months and then be destroyed.