



Application for Employment

Surname and Initials:	Post Title:	Do you require a work permit to work in the UK? Y/N*	
Home telephone number:	Work telephone number:	Mobile telephone number:	Email address:

Current or Latest Work Experience

Name and address of employer:	Employer Name: Telephone Number:	Employer Address:
Job Title:	Position held From (D/M/Y) To (D/M/Y):	If p/t, hours per week:



Please summarise your current duties and responsibilities:

Salaries are assessed according to the level of qualifications and experience brought to the job and only within the range advertised. Alternatively please indicate below your current salary amount:

£ (per annum/pro rata*)

(* delete as applicable)



Previous Work Experience

List your experience in order, beginning with the most recent:

Dates of employment	From: (D/M/Y) To: (D/M/Y)	Company:	Job title and main role(s):	Full or part time?



Education and Qualifications

a) Secondary education

Qualification(s):	Subjects:	Level/grade:

b) Completed further and higher education and professional qualifications, giving highest qualification first.

From: (D/M/Y)	To: (D/M/Y)	Academic Qualifications:	Subjects:	Level/ Grade:	Institution / Provider:



From: (D/M/Y)	To: (D/M/Y)	Professional Qualifications:	Subjects:	Level/ Grade:	Institution / Provider:



Membership of Professional Bodies

Professional body:	Period of membership:	Grade obtained:

Further Information in support of your Application

(Continue on separate sheet if necessary)

Please provide any further evidence of the extent to which you meet each of the selection criteria specified for the job. Of particular interest would be: how you have kept your knowledge and skills up to date; examples of your achievements; any professional activity; and training (subject and level).



Availability:

Interviews are normally held within two weeks any closing date. It is not normally possible to alter dates to suit individuals. If you will not be available during that period due to unavoidable circumstances, please give the dates.

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Please complete the following form requesting personal details. Is it essential for processing your application.

Confidential (* delete as applicable)

Post title:	Post ref no (see advertisement):
Department:	Location:



Personal Information:

Surname:	Given names:	Title:	
Address:	Tel no (day):	May we contact you at work? Y/N*	Tel no (evening):
National Insurance no:	DFE ref no (if applicable):		

References:

Please refer to the notes for guidance and give details below of two relevant referees

Name:	Name:
Position:	Position:
Working relationship and date(s):	Working relationship and date(s):
Address:	Address:
Tel no (day):	Tel no (day):
Email:	Email:

May we contact this referee prior to interview? Y/N*	May we contact this referee prior to interview? Y/N*

Are you related or do you know any of our current employees?	Yes	No
If yes in What capacity	Please provide Name of Relative/Acquaintance	

Other Employment

Please give details of other paid employment you intend to continue if offered the job. This information is required to ensure working hours do not exceed the statutory limit of 48 hours per week averaged over 17 weeks.

Company / Organisation:	Job title:	Hours per week:	Weeks per year:

Equal Opportunities and Monitoring Information

We are committed to our equal opportunities policy to ensure that all applicants are treated on the basis of their relevant merits and abilities. The information given below will enable us to measure the effectiveness of our policy.

This sheet will be detached before your application is considered and the information will be maintained confidentially by the Personnel Department. It will not be possible to identify individuals from the summary statistics.

Indicate your choices below **by hi-lighting the relevant letter or number**, deleting as applicable (*), or completing the spaces.



Date of Birth: / /	Sex: male M female F
Nationality:	Marital status: single S married M divorced D widow/er W other O

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group. UK citizens belong to a wide variety of ethnic groups. Please describe, as far as possible, your ethnic origin:

White 10	Indian 31	Asian other 39
Black Caribbean 21	Pakistani 32	Other 80
Black African 22	Bangladeshi 32	(please specify)
Black other 29	Chinese 34	

Disability is defined in the Disability Discrimination Act 1995 as a condition that has a substantial long-term effect on ability to carry out normal day to day activities. Please indicate as applicable:

You do not have a disability or special need	0
Need personal care support	5
Dyslexia	1
Mental health difficulties	6
Blind/partially sighted	2
Other unseen disability, e.g. diabetes, epilepsy, asthma	7
Deaf/hearing impaired	3

Disability or special need not listed above	8
Wheelchair user/mobility difficulties	4
If you have circled 8, please specify:	
<p>Disabled applicants who meet the essential criteria will be contacted to discuss any support needed during the selection programme and employment.</p>	

Do you have an unspent criminal conviction? Yes/No*	Note: If you are convicted later, during the application process, you must inform the Personnel Department of the details.
If yes, give details including dates:	

The information on this form will be used in accordance with the Data Protection Act 1998 to consider your employment by Warnerbus Limited, and, if appointed, to form the basis of your personal file. This file is available to you, your supervisors and the Personnel Department for information relating to your employment and will not be disclosed to any third party without your consent.

I understand that providing false or misleading information anywhere on my application will disqualify me from appointment or if appointed will render me liable to dismissal without notice. I declare that the information I have given is to the best of my knowledge true and complete.

Signed:	Date:
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Completed application forms should be marked for the attention of Jo Wallis and emailed or posted to:-

Email: jo@warnerbus.com

Post: Warnerbus Limited, 165 Castle Hill Road, Totternhoe, Beds.
LU6 1QQ

Thank you for your co-operation