



## EMPLOYMENT HISTORY

Please give details covering no less than the last 5 years of your work history. Please give your most recent employer first then work backwards. You should account for any gaps in your employment (subject to the provisions relating to disclosure under the Rehabilitation of Offenders Act 1974). If there is insufficient space please continue on the back page.

Name of Present Employer:

Type of Business and position held:

Address:

Post Code:

Employment Dates:

Started: \_\_\_\_\_

Finished: \_\_\_\_\_

Reason for leaving:

### Notice Period in respect of your current employment:

If you are offered employment by Metrobus, when would you be available to start? \_\_\_\_\_

Name of Employer:

Type of Business and position held:

Address:

Post Code:

Employment Dates:

Started: \_\_\_\_\_

Finished: \_\_\_\_\_

Reason for leaving:

Name of Employer:

Type of Business and position held:

Address:

Post Code:

Employment Dates:

Started: \_\_\_\_\_

Finished: \_\_\_\_\_

Reason for leaving:

Name of Employer:

Type of Business and position held:

Address:

Post Code:

Employment Dates:

Started: \_\_\_\_\_

Finished: \_\_\_\_\_

Reason for leaving:

Have you previously worked for the Go-Ahead Group?

Yes

No

If yes, where?

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When you were employed?

From:

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To:

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The reason why you left:

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Have you previously worked for Metrobus Limited?

Yes

No

If yes, at which garage were you employed?

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When you were employed?

From:

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To:

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The reason why you left:

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Have you previously applied to Metrobus Limited?

Yes

No

If yes when did you apply?

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Have you previously been in training with Metrobus Limited?

Yes

No

If yes, when you were you in training?

From:

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To:

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The reason why you left:

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### Further Information and Relevant Experience

Please give a brief statement in support of your application, including details as to why you feel you are suitable for the post for which you are applying. Please also give details of any previous customer service or driving experience

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### Next of Kin Name and Contact Details (required in case of emergencies only)

Name of next of kin:

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(Please tick your preferred method of contact)

Telephone - Home:

Telephone - Work:

Telephone - Mobile:


## REFEREES

It is our policy to obtain references after interview only

Please note that your references should be from your last two employers (a personal reference will only be allowed in special circumstances)

### Referee 1 – your present employer's details

Name:

Occupation:

Address:

Tel No.:

Fax No.:

Email address:

### Referee 2 – your previous employer's details

Name:

Occupation:

Address:

Tel No.:

Fax No.:

Email address:

In what capacity do you know the referee workwise?

In what capacity do you know the referee?

Professional

Personal:

Where did you hear about this job? \_\_\_\_\_

## DECLARATION

### All Motoring offences, unspent criminal convictions and legal proceedings

Please give full details of any motoring offences, unspent criminal convictions or legal proceedings, with the exception of offences that are deemed spent under the terms of the Rehabilitation of Offenders Act 1974. If this section does not apply to you, please write 'NONE'. Any false statement may disqualify you from employment or, if discovered after employment has commenced, may render you liable to instant dismissal.

Court Code / Licence Code	Date of conviction	Nature of offence or offence code	Sentence of court, points on licence (include fines)

Do you have you any unspent criminal convictions? (please tick the relevant box)

Yes

No:

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could, if employed, result in disciplinary action or dismissal.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE DO NOT SEND ANY ORIGINAL DOCUMENTS WITH YOUR APPLICATION FORM**

If your application is successful you will receive an acknowledgement by email or post. You will then be invited to a Selection Event which consists of Highway Code and Maths tests. If you pass both these tests you will be invited back at a later date for a driving assessment and interview.