



Yellowway Coaches Ltd  
Unit 1, 3 & 5 Palm Business Centre  
Stock Lane  
Chadderton  
Oldham  
OL9 9ER

## Application for Employment

TEL: 0845 045 0344 (local call rate)

Please carefully read this form and answer all the applicable questions honestly and truthfully.

Afterwards read the declaration and Consent under the Data Protection Act at the end of the form and sign and date it.

Please return the completed form to the above address or email to [info@yellowway.co.uk](mailto:info@yellowway.co.uk)

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Position applied for: .....

### Applicant's details

Full name: .....

Home address: .....

Post Code:.....

Email address:.....

Home telephone number: .....

Mobile telephone number: .....

National Insurance Number: .....

**Sex:** Male / Female

**Date of Birth:** .....

**Marital Status:**.....

**Do you smoke:** Yes/No

**Driver CPC Modules** (please provide details): .....

.....

**Digital Tacho:** Yes/No

**Do you have a PCV driving licence:** Yes/No

**Driver's Licence Number:** .....

**Is your driving licence "clean":** Yes/No

If "No", please give details: .....

.....

**Do you have an Enhanced CRB: Yes/No**

If Yes please provide:

**Date of Issue:**..... **Disclosure Number:** .....

**Countersignatory Details: Registered Person/Body:** .....

Do you have criminal convictions that have occurred during the past 5 years? Yes/No

If "Yes" give details: .....

.....

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Have you at any time been convicted of a crime that has resulted in a prison sentence? Yes/No

If "Yes" give details: .....

.....

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

**NB:** We are an Equal Opportunities Employer and operate a policy to comply with all our obligations under the Disability Discrimination Act 1995.

Are you bankrupt or have you ever been declared bankrupt: Yes/No

If "Yes" give details: .....

.....

**Ethnic origin (Voluntary information)**

We are an equal opportunities employer. We aim to recruit staff on their suitability for the position advertised, without consideration of age, sex, marital status, disability or ethnic origin. To help us monitor this policy it will help us if you fill in this section. (Please tick the appropriate category):

**White**

**Chinese**

**Black African**

**Other Asian (specify)**

**Black Caribbean**

**Other (specify)**

**Black other (specify)**

**Availability for work**

If currently employed, how much notice will you have to give your current employer?

.....

.....

Is there any other reason why you would not be able to start work immediately if you were offered the job you have applied for? Yes/No

If "Yes" give details

Do you have any existing holiday commitments? Yes/No

If "Yes" give details: .....  
.....

Are you willing to travel during the course of your employment? Yes/No

If "No" give details: .....  
.....  
.....

**Education, Skills and Qualifications**

Please give details of any skills and qualifications and/or experience relevant to the job for which you have applied:

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Education: Please list schools, colleges, universities attended (from age 14), listing the name of establishment, the dates attended, and qualifications attained there:

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**Employment History**

Are you currently employed: Yes/No

If "No" please state why not: .....  
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Have you ever been dismissed by an employer? Yes/No

If "Yes" give details, including the reasons given for your dismissal:  
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**Your current or last employer:**

Date from:..... Date to:.....

Name of company: .....

Address: .....  
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Telephone number: .....

Job title: .....

Describe your main duties and responsibilities: .....  
.....  
.....

Rate of pay: .....

Reason for leaving or wanting to leave: .....  
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**Previous employer (1):**

Date from:..... Date to:.....

Name of company: .....

Address: .....  
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Telephone number:.....

Job title: .....

Describe your main duties and responsibilities: .....  
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Rate of pay: .....

Reason for leaving: .....

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**Previous employer (2):**

Date from:..... Date to:.....

Name of company: .....

Address: .....  
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Telephone number:.....

Job title: .....

Describe your main duties and responsibilities: .....  
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Rate of pay: .....

Reason for leaving: .....

Other information relevant to your employment history:

.....  
.....  
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Do you have any part time or evening jobs which you intend to continue:

Yes / No

If "Yes" give details: .....

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**References**

Please give details of two people we can contact who are willing to give you a reference and who are not related to you:

(1) Name: .....

Address: .....

.....  
.....

Telephone number: .....

Email address: .....

Occupation: .....

(2) Name: .....

Address: .....

.....  
.....

Telephone number: .....

Email address: .....

Occupation: .....

**The job you have applied for**

Please state what attracted you to the job you have applied for and why you think you are a suitable person to do it:

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**Declaration**

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.

Signed by Applicant: ..... Date: .....

Consent under the Data Protection Act 1998 - the information given to Yellowway Coaches Ltd in this form will be processed only by Yellowway Coaches Ltd for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of Yellowway Coaches Ltd and for up to 6 years after the end of your employment. Otherwise this form will only be retained by Yellowway Coaches Ltd for so long as it is required in connection with your application. By signing this consent you give us your express consent to retain and process all the information contained in this form and to transfer it to countries outside the European Economic area if required.

Signed by Applicant: ..... Date: .....