**Application Form – Part-Time Minibus Driver**

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| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Address**  (including postcode) |  |
| **Home telephone** |  |
| **Mobile telephone** |  |
| **Email** |  |

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| **Do you hold a valid permit to work in UK?** | Yes  No  Not applicable |
| **If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview** (this enables us to comply with our obligations under the Equality Act 2010). |  |

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| **Do you hold a full current UK driving licence?** | Yes  No |
| **Licence number** |  |
| **Issue date** |  |
| **Groups/categories** |  |
| **Does licence include D1 category?** | Yes  No  **If yes**, D1 category valid from:  valid to: |
| **Any licence endorsements?** | Yes  No  **If yes**, list all endorsements: |

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| **Education** *(skip this section if you choose to include a CV)* | | |
| Dates | Name of school, college etc. | Qualification (e.g. A level, diploma etc.) |
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| **Previous Employment** *(skip this section if you choose to include a CV)* | | | |
| Dates | Name & address of employer | Position held | Reason for leaving |
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| **Why have you decided to apply for this post?** |
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| **Please give an example of where you have provided a high level of customer care.** |
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| **Give examples from your work (or education) history which demonstrate the experience and personal skills would you bring to this role?** *If you choose, you may also provide us with a CV.* |
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| **References** | | |
| **Please provide contact details for two people we can contact for a reference.**  We will not contact them unless we make you a provisional job offer.  If you have been employed recently, at least one referee should be your most recent employer. | | |
|  | **First referee** | **Second referee** |
| **Name** |  |  |
| **Company & Job Title**  *(if applicable)* |  |  |
| **Address (including postcode)** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |
| **Relationship to you** |  |  |

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| Please provide details of **all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions[[1]](#footnote-1)**.  If you have no past or pending cautions or convictions, please specify “None”. |
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| **Declaration** | |
| I hereby give permission for DCT to contact my two referees for a work reference.  I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. | |
| **Signature** (if sending by email, please just type out name): | **Date:** |

**Please return this form via email to** [**dorset@ectcharity.co.uk**](file:///Users/carolinemurraylyon/Dropbox/HR/Forms/Application%20Form/dorset@ectcharity.co.uk%20) **or via post to Dorset Community Transport, 25E Sunrise Business Park, Higher Shaftesbury Road, Blandford Forum, Dorset DT11 8ST.**

**DCT is an equal opportunities employer**. We welcome all applicants and are happy to make reasonable adjustments during the selection process (and if a position is offered, in employment) if required.

1. This post is exempted from the Rehabilitation of Offenders Act 1974 thus you are **required to disclose all and any past or pending cautions or convictions (whether spent or otherwise)** *unless* it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Please note that:

   a criminal record will **not** necessarily be a bar to obtaining employment;

   all information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for; and

   successful applicants are required to complete an enhanced Disclosure and Barring Service (DBS) check. [↑](#footnote-ref-1)