

# Application For Employment

Position applied for:

## PERSONAL DETAILS

First Name	
Surname	
Address	
Postcode	
Home Tel.	
Mobile Tel.	

Full Driving Licence: Yes / No

CPC Held: Yes / No

Endorsements: Yes / No

If Yes, please provide details including dates:

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government:

Yes / No

If Yes, please provide details:

Are you subject to any restrictions or covenants which might restrict your working activities:

Yes / No

If Yes, please provide details:

Are you willing to work overtime and weekends if required:

Yes / No

Please give details of any hours which you would not wish to work:

It is a criminal offence for barred individuals to apply to work with children or vulnerable adults in regulated work.  
Are you a PVG Scheme member:

Yes / No

If yes, please provide your PVG Membership Number:

Have you had any convictions, including both spend and unspent convictions under the rehabilitation of offender's act 1974? (A copy of the Company's Equal Opportunities Policy and disclosure and disclosure information policy are available on request. These reflect the disclosure Scotland Codes of Practice).

If yes, please provide full details:

If offered employment, you will be required to complete a medical questionnaire. Are you prepared to undergo a medical examination before starting employment: Yes / No

Have you applied for employment at Houston's Coaches before: Yes / No

Have you ever worked for Houston's Coaches before: Yes / No

If yes, please provide details:

Do you need a permit to work in the U.K: Yes / No

How much notice are you required to give your current employer:

**EDUCATION & QUALIFICATIONS**

School attended since age 11	From	To	Examinations & Results
College or University	From	To	Courses & Results
Further Formal Training	From	To	Diploma or Qualification
Job Related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

**EMPLOYMENT**

Are you currently employed:

Yes / No

Name of present or most recent employer	
Address	
Telephone Number	
Nature of Business	
Job Title & brief description of duties	
Reason for Leaving	
Length of service	

Please give details of your past employment, stating most recent first.

Name and Address of Employer	Dates	Position held / Main duties	Reason for Leaving

Interests, Achievements and Leisure Activities  
(e.g. hobbies, sports, club memberships)

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**SUPPLEMENTARY INFORMATION**

Please set out below any further information to support your application (e.g. past achievements, future aspirations, personal strengths)

**DECLARATION**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection act 1998. I undertake to notify the company immediately of any changes to the above details.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to receipt of a satisfactory PVG Scheme record or scheme record update from Disclosure Scotland. I have been given a copy of the company's equal opportunities Policy, which includes information relating to the recruitment of ex-offenders.

Signed \_\_\_\_\_

Printed \_\_\_\_\_

Date \_\_\_\_\_

**REFERENCES**

Please give the names of two people one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made:

Yes / No

Name:	Name:
Position:	Position:
Address	Address:
Tel No:	Tel No: