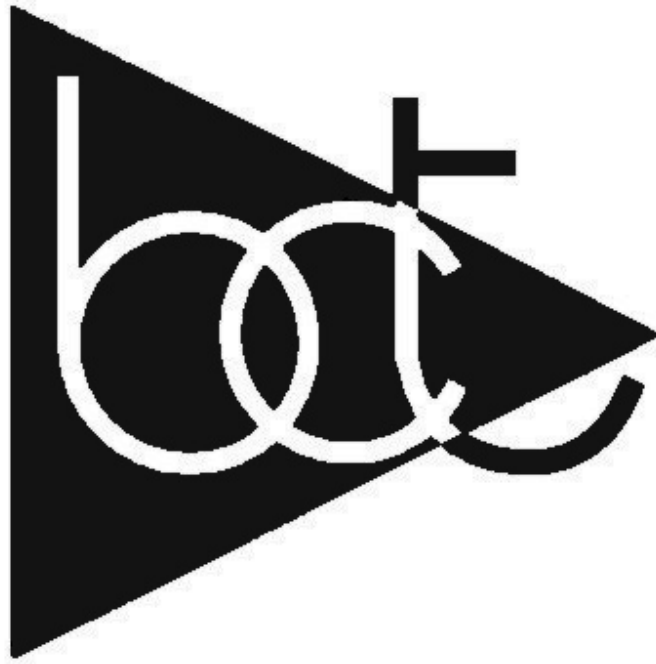


# Brent Community Transport



APPLICATION FORM

***“Providing a Service to the Community”***

<b>BRENT COMMUNITY TRANSPORT</b>
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Please read the enclosed Job Description and Person Specification before completing this form. This form should be completed in **black ink** for copying purposes. If you are typing your application please follow the format below.

**APPLICATION FOR THE POST OF:    MINIBUS DRIVER**

<b>SECTION 1</b>	<b>PERSONAL DETAILS</b>
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**SURNAME  
ADDRESS**

**Forenames**

**Postcode:**

**TELEPHONE NUMBERS**

**Day:**

**Eve:**

**Are you related to any Management Committee member of Senior Officer at BCT?                      Yes / No**

**If yes, please give details:**

Any canvassing will automatically disqualify candidates.

**REFERENCES (One to be current / previous employer or college tutor).**

**1**

**2**

**Name**

**Occupation**

**Address**

**Tel Number**

**Can references be taken up before interview?**

**Yes / No**

**SECTION 2****EDUCATION + TRAINING**

Please include all formal qualification obtained at school, college or university. Additionally, include any work-based training, government training or short courses.

SCHOOLS / COLLEGES/ UNIVERSITY	QUALIFICATIONS	GRADE	DATE

**Other Training / Courses**

TRAINING COURSE	DATE

**SECTION 3****EMPLOYMENT HISTORY**

Please provide a complete history, including both paid and voluntary work, starting with the most recent or current employment. Continue on a further sheet if necessary.

EMPLOYER Name and Address	DESCRIPTION OF DUTIES	Salary £	Date from	Date till

<b>SECTION 4 ABILITIES, SKILLS, KNOWLEDGE and EXPERIENCE</b>				

Please do not attach a CV or career history, as these will not be considered. Use this sheet to show how you meet the Person Specification criteria for the job, drawing from your relevant education and work experience (whether paid or unpaid). **You must complete this section**, drawing from the job description and person specification to illustrate your skills and experience.

**SECTION 5 EQUAL OPPORTUNITIES MONITORING**

In order to assist BCT in monitoring the effectiveness of its Equal Opportunities Employment Policy, please complete the following. *This form will not affect the outcome of your application.*

**DATE OF BIRTH:** / / 19....

**ETHNIC BACKGROUND:** Please tick (✓) the category that best fits

- |       |                      |
|-------|----------------------|
| BLACK | AFRICAN              |
|       | CARRIBEAN            |
|       | OTHER (Please state) |
| ASIAN | CHINESE              |
|       | BANGLADESHI          |
|       | PAKISTANI            |
|       | INDIAN               |
|       | OTHER (Please state) |
| WHITE | EUROPEAN             |
|       | IRISH                |
|       | UK                   |
|       | OTHER (Please state) |

**DISABILITY:** Are you a registered disabled person? Yes / No.  
If you were shortlisted for interview, do you have any specific requirements (e.g.: brailled documentation, interpreter, signer, or personal advocate, or any other – please specify...)?

**GENDER:**

Please delete as appropriate: Male / Female

**REHABILITATION OF OFFENDERS ACT 1974 (Exemptions 1986)**

Have you ever been convicted of a criminal offence?

The post is exempted from the *Rehabilitation of Offenders Act, 1974*, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed including spent ones.

YES/NO

All interviewed applicants will be required to complete a Criminal Record Declaration

Note – a criminal record will not necessarily be a bar to obtaining employment

*If yes, please write and place in a sealed envelope attached to the application form. This information will be assessed only if you are shortlisted, otherwise it will be destroyed.*

**WORK PERMIT:**

Do you require a work permit to work in the UK?      Yes / No.

**GENERAL:**

Where did you hear of this application (please specify)?.....

**DECLARATION:**

I declare that the information contained in this application is accurate to the best of my knowledge.                      Signed.                      Date: