BATS APPLICATION FORM

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| **Vacancy Details** | |
| **Vacancy Applied for:** | **Job Reference No:** |
| **Section:** | **Location:** |

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| **Personal Details** | |
| **Family Name:** | **Other Names:** |
| **Previous Names:** | **Preferred Name:** |
| **Title:** | **National Insurance Number:** |
| **Address:**  **Postcode:** | **Home Telephone No:**  **Mobile:**  **Email:** |
| **Next of Kin –**  **Name:**  **Phone Number:**  **Address:** |
| **References – Please provide details of two referees that are willing to be contacted prior to appointment** | |
| **Name:**  **Title:**  **Company:**  **Position:**  **Address:**  **Postcode:**  **Telephone:**  **Email:** | **Name:**  **Title:**  **Company:**  **Position:**  **Address:**  **Postcode:**  **Telephone:**  **Email:** |
| **Present Employment**  **(If you are not currently in employment please leave blank)** | |
| **Job Title:** | **Employers Name:** |
| **Employers Address:**  **Postcode:** |
| **Date started:** | **Telephone No.:** |
| **Notice Period if applicable:** | **May we contact on this number?**  Yes / No *\*Delete as appropriate* |
| **Do you have a second Job? Yes / No**  **Will this be your second Job? Yes / No** | |

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| **Employment History (This should include paid and unpaid employment, work experience and placements etc) *Please list most recent post first****.* | | | | | | | | |
| **Employer** | **Role** | | **Salary (if applicable)** | | **Date Employed**  **From To**  **MM/YYYY** | | | **Reason for leaving** |
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| **If you have any gaps in your employment history, please state the reason for the gaps** | | | | | | | | |
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| **Qualifications (please be prepared to bring certificates to interview)** | | | | | | | | |
| **Qualification gained or pending. Please state subject** | | **Grade** | | **Date Achieved**  **(MM/YYYY)** | | | **Establishment: School/ College/University** | |
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| **Criminal Convictions and Cautions** | | | | | | | | |
| Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning? D*o not include minor driving offences*  **Yes / No\*** Circle as appropriate\*  Please provide details of convictions and cautions in a sealed envelope and attach to this form include date, court and nature of offence  **PLEASE NOTE:** Appointment to this post will be subject to a Disclosure Check and ISA Registration Check if required.  ***This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.***  ***DBS CHECK? Yes / No*** | | | | | | | | |

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|  | **Training (Relevant work related courses)** |  |
| Course Title and subjects covered | Date Awarded | School/Colleges, Universities or Institutes of Further Education |
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| **Do you hold a current, clean, valid driving licence? Yes / No**  **What type of license do you hold?** |
| **Please give details if you have answered no to the above question:** |

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| **Relevant experience and skills** |
| Please demonstrate how you satisfy the criteria set out in the person specification by giving specific examples of where you have demonstrated the skills required from your personal and work experience (Paid or Unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary. |
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| **Equal Opportunities Monitoring** | |
| Bexley Accessible Transport Scheme (BATS) recognises the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, BATS are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or believe, sex or sexual orientation. Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.  This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010. | |
| **Equality Act**  The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.  Please state your date of birth  Please indicate your gender (please tick)  Male  Female  I do not wish to disclose this | |
| **Gender** *\* Ring as appropriate*  My sex is Male Female | **Date of Birth** (DD/MM/YY)……………….  **Age:** |
| **How would you describe your religion?** \**Ring as appropriate*  Christian (all denominations), Buddhist, Hindu, Jewish, Muslim, Sikh, None Other\* please specify………………………………………………………………………….. | |
| **Health Disclosure** | |
| **Have you ever been diagnosed with a heart condition?** | |
| **Have you suffered from any of these conditions in the last 12 months? (Please circle)**   * **High Blood Pressure** * **Fits, Faints, Dizziness spells** * **Diabetes** * **Travel sickness** * **Mental health issue** * **Chronic Fatigue Syndrome** * **Asthma/ Bronchitis hay fever** * **Any other (please state below)** | |
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| **Sickness Record** |
| Number of days absence from work due to sickness in the last three years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number of occasions absent from work due to sickness in the last three years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note the information given in this section will not be used for shortlisting purposes. However, you may be asked further questions at interview. Your referees will be asked to confirm the information you provide in this section |
| **Asylum and Immigration Act 1996**  Do you require a work permit to work in the UK? Yes / No |
| **Declaring an Interest**  Please give details if you are related to or have a personal relationship with an Elected member of Bexley Accessible Transport Scheme and or/ any financial interest in contracts with Bexley Accessible Transport Scheme. |
| **Additional Information/special arrangements** |
| Dates and times when not available for interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Any other relevant additional information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Photographic Identification Driving License  Passport  Other (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Declaration**  Under the terms of the Data Protection Act 1998 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment.  I Understand the information above and hereby   1. Declare that the information provided in this application form and recruitment monitoring form is correct to the best of my knowledge and belief. I understand that information that the company deems to be false, misleading or incomplete will justify withdrawal of an offer of appointment or my dismissal from the company.   Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For posts involving working with children or vulnerable adults the following declaration must also be completed:  I confirm I am not List 99, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council (GTC) or General Social Care Council (GSCC). I understand that the provision of false information may possibly result in referral to the police  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_ |
| **Where did you see this vacancy advertised?**  **BATS Website**  **Job Centre**  **Local Newspaper**  **Shaw Trust**  **Other Website**  **Resources Plus**  **Internal**  **Twitter or other social media**  **Other(Please state)** |