

## APPLICATION FORM

### ABOUT YOU

<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>		<b>Home Tel:</b>
		<b>Mobile Tel:</b>
<b>Email Address:</b>		
<b>What evidence can you provide to show that you are legally eligible to work in the UK in accordance with the Asylum and Immigration Act 1996? (please circle)</b> NI Number      Passport      P60      UK Birth Certificate      Other.....		
<b>If you are not UK or EU national please give your work permit number:</b>		

### PRESENT EMPLOYMENT DETAILS

Please give details of your present or most recent employment (present post first)

<b>Title of post held</b>			
<b>Name of employer</b>			
<b>Address of employer</b>			
<b>Dates employed from</b>		<b>Date employed to</b>	
<b>Reason for leaving</b>			

### SECOND JOB DETAILS (if applicable)

Considering the Working Time Directive, please give details of any secondary paid jobs you have

<b>Title of post held</b>			
<b>Name of employer</b>			
<b>Address of employer</b>			
<b>Date employed from</b>		<b>Date employed to</b>	
<b>Average number of hours worked per week?</b>			

## PREVIOUS EMPLOYMENT DETAILS

Title of post held			
Name of employer			
Address of employer			
Date employed from		Date employed to	
Reason for leaving			

Please continue your employment details on a separate sheet if necessary

## VOLUNTARY / UNPAID ACTIVITIES

Time Input	Position Held	Organisation	Brief details of duties

## EDUCATIONAL QUALIFICATIONS

School/College etc	Date from	Date to	Qualification gained (O level/ CSE/ GCSE/ A level/ BTEC/ degree etc)	Grade/ Result
Organisation	Date from	Date to	Other qualifications	



## DBS DISCLOSURE

Due to the nature of the work you will be undertaking you will be subject to an enhanced DBS police check. It is important that you complete the following section correctly.

Are there any criminal cases pending against you or have you ever been convicted or cautioned in relation to any crime?

YES      NO

If you have answered yes please give brief details:

## REFERENCES

Please provide details so we may obtain two references. One reference must be from your current or most recent employer. Please avoid using relatives or friends for the second reference.

Name:

Name:

Address:

Address:

Position Held:

Position Held:

Telephone:

Telephone:

Email:

Email:

May your referee be approached prior to interview?

YES    NO

May your referee be approached prior to interview?

YES    NO

## DECLARATION

I declare that the statements I have made on the application are, to the best of my knowledge, true and complete. I understand that Coastal and Country Coaches Ltd reserves the right to withdraw any offer of employment or to terminate any employment already commenced if the information given by me is deliberately incorrect or misleading in any way. I understand that my employment is subject to receipt of two references, DBS disclosure, driving licence and medical checks being satisfactory to Coastal and Country Coaches Ltd. Data Protection Act: the information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving Coastal and Country Coaches Ltd your express consent to retain this information under Data Protection Act 1998.

What date could you take up position if appointed:

Signed:

Date:

PRINT NAME:

### Office Use

Reference 1	Reference 2	DBS	Driving Licence	Medical