

Please use **Adobe Acrobat** to complete the form. Please wait a moment for the form to load and fill in the interactive fields. Once complete please click the Submit button at the end.

**Note to users of Google Chrome:**

You will be unable to use this form in a Google Chrome window. Please save the form on to your computer and open in Adobe Acrobat to complete and submit.

Alternatively please use another browser such as Internet Explorer, Firefox or Safari.

**PLEASE NOTE:**  
**Applications which are not completed in full will not be processed.**

When in 'Highlight Existing Fields' mode, all mandatory fields are highlighted in red.

Position applied for: Preferred location/s: Have you ever applied for employment or worked for Arriva or any of its subsidiary companies? Yes ☐ No ☐

If so, please state where, when and in what capacity:

**PERSONAL INFORMATION**Title:  Surname:  Forenames: Previous names/s: Home address: Post code: Telephone numbers: Home:  Mobile: Email: **DRIVER LICENCE INFORMATION**

Do you hold:

Current driving licence? Yes: ☐ No: ☐ If 'Yes', date passed test:  dd/mm/yyyy Expiry date:  dd/mm/yyyyDRIVER NO: Licence type: UK/EEC: ☐ International: ☐ Other: ☐If 'Other' please specify:  Expiry date:  dd/mm/yyyyHow long have you been driving continuously in the UK on a full valid licence?

**DRIVER LICENCE INFORMATION**Are there any endorsements on your licence? Yes ☐ No ☐ If 'Yes', please provide details:

Date of offence:	Convictions:	Penalty or No. of points:	Code:
dd/mm/yyyy			
dd/mm/yyyy			
dd/mm/yyyy			
dd/mm/yyyy			

Are you subject to any pending motoring offences? Yes ☐ No ☐ If 'Yes', please provide details:Date of offence:  Notice of offence: Have you ever been refused a licence or an entitlement? Yes ☐ No ☐Have you ever had your licence revoked or taken away? Yes ☐ No ☐If yes, on what grounds: 

Please give details of any road accidents, blameworthy or otherwise, in which you have been involved in the last five years (include dates and details). If this is not applicable, please enter "N/A" in the box below:

**CONVICTIONS AND LEGAL PROCEEDINGS**

Ex-offenders will be considered for employment on their merit. Convictions will only be taken into account if they are related to the post applied for. Under the Rehabilitation of Offenders Act 1974, you are not required to enter details of any offences which are spent under the terms of the act.

**However**, if you are applying for a position that has regulated activities, such as a PTS Care Assistant, you will be subject to an enhanced DBS check. You must give details of any convictions, cautions, reprimands and final warnings that are not protected under the DBS filtering rules as defined by the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended in 2013. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. You hereby agree to a full disclosure to the company and/or any Hospital Trust as required. The company will carry out background checks either directly or via an agency into the suitability where you may be required to work with vulnerable groups (such as children, the elderly or the infirm). Arriva, from time to time, may register an interest with the DBS online for legitimate business reasons and may carry out an online check on your status and receive updates seeking to understand whether an employee's status changes. You consent to this disclosure.

Where it is found that an individual has intentionally provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment.

If you are unsure what information may be disclosed on your DBS Check, please visit filtering rules for criminal record checks on [www.gov.uk](http://www.gov.uk)

Date of offence:	Date of conviction:	Nature of offence :	Sentence or court order:
dd/mm/yyyy	dd/mm/yyyy		
dd/mm/yyyy	dd/mm/yyyy		
dd/mm/yyyy	dd/mm/yyyy		

**GENERAL EDUCATION AND TRAINING**

Please include any full/part time courses including apprenticeships, correspondence and vocational qualifications.

Subjects studied/course title:	Qualification achieved:	Grade:

**EMPLOYMENT DETAILS**

Please include details of present or most recent employment and all employment over the **last ten years**.

Include any periods of voluntary work, caring, homemaking or unemployment in this section, with dates.

References will be sought from previous employers.

**CURRENT OR MOST RECENT**

Employer's name and address:

Job held and duties:

Dates started:  Date finished:  Reason for leaving:

Salary:  Name and title of supervisor:

**PREVIOUS EMPLOYMENT**

If you have had more than five employers in the last ten years, use the 'FURTHER INFORMATION' page to give details.

- Employer's name and address:
  - 
  - Job held and duties:
  - Dates started:  Date finished:  Reason for leaving:
  - Name and title of supervisor:
- 
- Employer's name and address:
  - 
  - Job held and duties:
  - Dates started:  Date finished:  Reason for leaving:
  - Name and title of supervisor:

## PREVIOUS EMPLOYMENT (continues)

● Employer's name and address:

Job held and duties:

Dates started:  dd/mm/yyyy Date finished:  dd/mm/yyyy Reason for leaving:

Name and title of supervisor:

● Employer's name and address:

Job held and duties:

Dates started:  dd/mm/yyyy Date finished:  dd/mm/yyyy Reason for leaving:

Name and title of supervisor:

● Employer's name and address:

Job held and duties:

Dates started:  dd/mm/yyyy Date finished:  dd/mm/yyyy Reason for leaving:

Name and title of supervisor:

What length of notice will you be required to give to your present employer?

On what date could you begin employment with Arriva?  dd/mm/yyyy

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**REFERENCES**

## REFEREE 1

Name:

Title/position:

Company:

Address:

Tel No:

## REFEREE 2

At this stage do we have your permission to contact your referees? Yes ☐ No ☐

If 'No', please indicate when it would be acceptable (eg. on provisional offer of job):

We require references from previous employers within the last 5 years. If you have had the same employer for 5 years or more, the second can be from a previous employer or from someone in a responsible position who can provide a character

**SUPPORTING STATEMENT**

Please use this space to outline why you are suitable for this role. Please include:

- any relevant information which may have a bearing on your suitability to be a Patient Transport Services Care Assistant
- hobbies and interests, including memberships of clubs and societies and any personal achievements you are proud of

Please continue on the next page if necessary.

**FURTHER INFORMATION**

How did you hear about this vacancy?

**DECLARATION**

I declare that the information provided on this application form is, to my knowledge true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be discharged from employment with Arriva Transport Solutions. With the exception of offences, which are "spent" under the terms of the "Rehabilitation of Offenders Act 1974", I have included details of criminal or court martial convictions, including driving convictions. I understand that it will be necessary to undergo a Disclosure and Barring Service check, which will ask exempted questions under the "Rehabilitation of Offenders Act 1974" and will show offences that are "spent" under the act. I agree to a medical examination, eyesight and drugs test to assess my fitness to carry out the essential driving functions of the role, and acknowledge that if I fail any of these tests my employment may be terminated. I am legally entitled to take paid employment in the United Kingdom. I consent to Arriva Transport Solutions seeking references from my previous employer. Electronic data relating to applications for employment is stored for a maximum of 6 months. If you wish your individual data to stop being processed prior to that please write to the personnel department making that request.

Please mark to confirm that you have read  
and understood the above statement:

☐**SUBMIT****RESET****THANK YOU FOR COMPLETING THIS APPLICATION. YOU ARE ASSURED THAT IT WILL BE TREATED IN THE STRICTEST CONFIDENCE.****FOR OFFICE USE ONLY**Application number:  Date received: Application form checked by:  Date: Confirmed eligible to work in the UK: Yes ☐ No ☐Suitable for interview: Yes ☐ No ☐If 'No', reason: Letter of interview sent:  Interview arranged with: at (depot):  on:  at: Tests: ☐ Driving assessment: ☐ Ref. checked: ☐ Start date: