

**Job Application Form**

**Minibus Driver (Casual/ Relief Drivers)**

**FOR OFFICE USE**

**Ref: No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date received:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete this form in BLOCK LETTERS and return it on or before the closing date that was specified below. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.**

Please return this form by no later than Friday 17th May 2019 to Fermanagh Community Transport, Unit 42 Lackaghboy Industrial Estate, Tempo Road, Enniskillen, Co. Fermanagh, BT74 4RL.

**Contact Details**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode:

Contact Landline Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require any special arrangements for an interview? If yes, please give details below:

Date of Birth: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

For Q1 through to Q5 below please tick beside appropriate answer:

1. Have you access to a car? Yes 󠄀 󠄀 No
2. Current, clean and valid full ‘D’ Licence which permits
driving of 16-seater accessible minibus for hire and reward ? Yes No
3. Do you have a Driver CPC card? Yes No
4. Prepared to undergo an Enhanced Access NI Check? Yes No
5. Prepared to undergo an Independent Pre-Employment
Drug and Alcohol Test? Yes No

**Present and Past Employment**

|  |  |
| --- | --- |
| Present or Most Recent Employment | Key Responsibilities of Post: |
| Name and Address of Employer |  |
| Job Title: |  |
| Dates Employed:From: To:Reason for leaving |  |
| Previous Employment (most recent first) | Key Responsibilities of Post: |
| Name and Address of Employer |  |
| Job Title: |  |
| Dates Employed:From: To:Reason for leaving |  |
| Present or Most Recent Employment | Key Responsibilities of Post: |
| Name and Address of Employer |  |
| Job Title: |  |
| Dates Employed:From: To:Reason for leaving |  |

# Continue on a separate sheet if necessary.

**Education**

**Please list all schools, colleges and universities attended, indicating when you attended, what you studied and what grades you achieved.**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School/ College/ University | Years Attended | Course Undertaken | Grade Achieved |
|  |  |  |  |

Continue on a separate sheet if necessary.

**Training and Professional Development**

Please list any other courses, workshops or training you have undertaken, including dates and duration, which may not have led to a qualification, but which you feel is relevant to the advertised post.

**Supporting Statement**

Please use the space below to set-out clearly how you feel you meet the Essential and Desirable Criteria set-out within the Person Specification.

**Other Relevant Experience**

Please give details of any other experiences or skills you feel you have may gained perhaps through community or voluntary activity which would be useful in the role for which you are applying?

**References**

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |
| --- |
| Name |
| Address |
| Phone Number Mobile Number |
| Email address |
| How is the referee known to you? |

|  |
| --- |
| Name |
| Address |
| Phone Number Mobile Number |
| Email address |
| How is the referee known to you? |

**Declaration**

To be the best of my knowledge the information that I have provided on this form is correct. I understand that deliberate misinterpretation or omission of factual information may disqualify me from consideration or lead to dismissal.

Signed: Date:

Please return this form by no later than Friday 17th May 2019 to Fermanagh Community Transport, Unit 42 Lackaghboy Industrial Estate, Tempo Road, Enniskillen, Co. Fermanagh, BT74 4RL.

Please mark the A4 envelope completed application form ‘Minibus Driver (Casual)’. Please do not put any other detail on the front of the envelope which could identify you.