



For Office use only:

## Job Application Form

**Applicants are required to complete all parts of this application form.  
Before completion please read the guidance notes at the back of this document.**

Job Applied for:	Post Ref:
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Surname:	Forename:
Address:	National Insurance Number:
	Date of Birth:
Address for Correspondence: (if different)	Home Telephone:
	Mobile:
	Work: (optional)
	Email:
	When could you commence duties if appointed?

**References:** Please give the name, address, telephone number & email address of **TWO** independent referees from whom Compass Community Transport will seek information regarding your suitability for this job.

**ONE** of the referees must be your current or most recent employer.

Name:

Occupation:

Address:

Postcode:

Telephone Number:

Email Address:

Relationship to Applicant:

Can we contact prior to interview?

Yes  No

Name:

Occupation:

Address:

Postcode:

Telephone Number:

Email Address:

Relationship to Applicant:

Can we contact prior to interview?

Yes  No

### Job/Career History

Current or Last Job:  
(please indicate full or part time)

Name & Address of Employer:

Telephone Number:

Email Address:

Job Title:

Date Appointed:

Date Left (if applicable):

Current Earnings:

Scale or Grade:

Notice Required:

Brief details of current or last job:





**Personal Statement**

(Please provide a detailed statement of the skills, knowledge & experience that makes you suitable for this job)

**Data Protection**

The personal information supplied by you on this application form will be used only to consider your application for employment with Compass Community Transport.

If you are shortlisted, contact will be made with the references you supply on the application form & a confidential reference will be sought from them.

The information you supply on the Equal Opportunities Monitoring Information Form will be used for those purposes stated & will only be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment & monitoring.

**Criminal Convictions**

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are "spent" & in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by Northern Education Trust. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law? Yes  No

If yes, please attach details including the offence & the date.

**Are you a member of any Professional Body?** (please give details)**Driving & Mobility**

Do you hold a current Driving Licence? Yes  No

Do you hold a full category D Licence? Yes  No

Do you hold a current HGV/PSV or other specialist Driving Licence? Yes  No

When does your current CPC qualification expire?

Do you have any driving convictions/points? Yes  No

Please specify:

**Are you related to any employee or trustee.**

Please state below his/her name(s) & the relationship.

Yes  No  Unsure

Details:

**Declaration**

I declare that the information on this application form is full, accurate & complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing a Compass Community Transport employee whether directly or indirectly, will result in this application being disqualified.

Signed:

Date:

Please return completed forms to:

**Michelle Fenwick – Administration Officer**  
**11- 12 Sandmere Road**  
**Leechmere Industrial Estate**  
**Sunderland**  
**SR2 9TP**  
**0191 5235383**

# Recruitment Monitoring Form

For Office use only:

## Personal Details

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_ Gender: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_

### (Optional)

Is your gender identity the same as the gender you were assigned at birth? Yes  No

Please state where you saw this job advertised: \_\_\_\_\_

## Ethnic Origin

### Asian or Asian British

- Indian
  - Pakistani
  - Bangladeshi
  - Chinese
  - Any other Asian background,  
please specify
- \_\_\_\_\_

### Mixed background

- White & Black Caribbean
  - White & Black African
  - White & Asian
  - Any other mixed background,  
please specify
- \_\_\_\_\_

### Other Ethnic Groups

- Arab
  - Gypsy/Romany/Irish  
Traveller
  - Any other background,  
please specify
- \_\_\_\_\_

### White

- English
  - Other British
  - Irish
  - Any other white background,  
please specify
- \_\_\_\_\_

### Black or Black British

- Caribbean
  - African
  - Any other Black background,  
please specify
- \_\_\_\_\_

Please ensure you return this form with your completed application form.



## **General Issues**

Your application will be assessed against the criteria listed on the person specification.

- CV's alone will not be accepted. You must complete the application form.
- Make sure all sections are completed clearly & as fully as possible.
- Make sure your application relates to the person specification.
- If you run out of space you may use additional pages.
- Make sure your application form is returned by the closing date.
- Keep a copy of your application; it will be useful to refer to for preparation if you are called for an interview.

If you have a disability that prevents you from complete the application form please contact Michelle Fenwick Administration Officer on 0191 5235383 or email [compassct@yahoo.co.uk](mailto:compassct@yahoo.co.uk)

Current legislation means that you will be required to provide documentary evidence (for example: A passport describing the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the UK and Colonies having the right of abode in the UK) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview.

## **Personal Details & References**

Please complete this section fully & clearly. This is important contact information.

We need to know if you are related to an employee of the Trust. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass the employee to gain employment. This will disqualify your application.

Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live with are not acceptable.

You will need to provide the names of two referees. One reference must be your current or most recent employer. The second reference should be a previous employer or someone that can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as a referee.

It is advisable to contact your referees at an early stage to let them know that you wish to give their names & ensure that they are willing to act as a referee.

If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, we should not contact a referee prior to interview, please say so on the application form.

No offer of employment will be made until references, that are satisfactory to Compass Community Transport, are received.

### **Job/Career History**

Please state your current or last employer's name, address, telephone number, email address in full. Do not go into too much detail but list the main activities of the job.

In the previous jobs section please account for all the time since you left school, college or university. List your jobs, with the most recent first, stating month & year & mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work.

### **Qualifications & Training**

List the qualifications you possess indicating grades.

List any formal, informal or on the job training you have received which you consider relevant to the post.

Some posts require the post holder to be able to travel between locations. This does not necessarily mean use of car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current valid driving licence. Please complete this section fully.

### **Personal Statement**

This is your opportunity to tell us why you are suitable for the job. Read the job description & person specification carefully to see what skills & experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.

Consider what you have done in the past; at home; at school; at college; in paid work; unpaid work; or in a hobby.

These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

Please do not forget to sign your application.

## **Equal Opportunities & Monitoring**

NET values diversity of the communities we serve. We therefore strive to ensure that our services reflect the needs of all the people within the community. All individuals can expect to receive equal access to employment, promotion & training.

This policy is based on the recognition that we live & work in a diverse society in which everyone has individual abilities & needs.

We are working towards an environment where all employees, residents & service users receive equal treatment regardless of gender, marital status, family circumstances, sexual orientation, age, disability, race, colour, religion, ethnic, national or social origin.

We ask you to assist us in monitoring our policies & practises by completing the recruitment monitoring form.