

NOTTINGHAM CITY TRANSPORT LIMITED

CONFIDENTIAL APPLICATION FORM



Please ensure you complete and return all six pages of this document

Post/Job Title:
Location:

Please complete in BLACK INK IN BLOCK LETTERS (in your own handwriting)
 It is imperative that in order to avoid delays with the processing of your application that you complete this application form in full.

PERSONAL DETAILS

Title by which you wish to be referred: **Mr, Mrs, Miss, Ms, Other:**

Surname:
 Forename(s):

Address:
 Contact Details:
 Home Tele:
 Work Tele:
 Mobile:
 Postcode.....
 National Insurance No: _ _ _ _ _

CURRENT / MOST RECENT EMPLOYER

Job Title: Salary/Wage..... Notice Period.....

Brief Description of Duties:

EMPLOYMENT HISTORY

(Starting from your current / most recent, list all your employment. Please include any periods of unemployment.) Please use a separate sheet if necessary.

Employer	Post	From	To	Reason for Leaving

ELIGIBILITY TO WORK IN THE UK

(Please note any offer of employment will be conditional upon your supplying evidence of your right to work in the UK)

Do you have the right to work in the UK? YES / NO

GENERAL: How did you hear about this vacancy?

Where did you see the advertisement for this vacancy? (please select from list below)

Local Press:	Job Fair: (please state where)	Job Centre:	NCT Website:	Other: (Please state)
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AVAILABILITY FOR INTERVIEW

Please give details of any dates within the next four weeks when you will **NOT** be available for interview.

EMAIL ADDRESS

In supplying your email address you are permitting the company to use it for contact information in connection with your application and if appointed to a position within the company.

REFERENCES

Please supply two names of individuals whom the company may contact for Reference information. **One of whom must be your last employer.**

NAME & ORGANISATION	NAME & ORGANISATION

DECLARATION

I declare that to the best of my knowledge and belief, the information contained on this form is accurate. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

Signed: Date:

INFORMATION FOR APPLICANTS**DATA PROTECTION ACT**

Please note that information on this form will be held on computer. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration procedures.

OFFICE USE ONLY

Short listed for Assessment:	YES/NO	Assessment / Interview Date:
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Return this Form to:
Human Resources Department, Nottingham City Transport Limited, Lower Parliament Street, Nottingham, NG1 1GG.

NOTTINGHAM CITY TRANSPORT LIMITED EQUAL OPPORTUNITIES POLICY STATEMENT



Name:	Date of Birth: ___ / ___ / ___
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Nottingham City Transport is committed to the development of positive policies to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex age, marital status or sexual orientation.

This commitment applies to recruitment and selection, training, promotion, pay, service and conditions. This policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

In order to monitor the success of this Policy all applicants are asked to complete the section below. The information will only be used to monitor the effectiveness of this Policy and is not used for selection purposes.

Please tick as appropriate:

Gender: Male Female :

I would describe myself as: please tick the description which best describes your ethnic origin). Ethnic origin is determined by the race and country of origin of your forbearers. For example if your parents were originally from India but you were born in Africa, you should still tick "Indian" origin.

- | | | | | | |
|-----------------------|--------------------------|----------------------------------|--------------------------|---------------|--------------------------|
| African | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | Black African | <input type="checkbox"/> |
| Caribbean | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | White & Asian | <input type="checkbox"/> | White British | <input type="checkbox"/> |
| White & Black African | <input type="checkbox"/> | White & Black Caribbean | <input type="checkbox"/> | | |
| White Other* | <input type="checkbox"/> | Other* (<i>Please specify</i>) | <input type="checkbox"/> | | |

Please turnover...

ADDITIONAL DETAILS RELATING TO DISABILITY

The Disability Discrimination Act 1995 defines disability to include those who currently have a disability and those who have had a disability in the past. This can include a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. Long term is taken to mean for a period greater than 12 months.

Do you consider yourself to have a medical or physical disability? Yes No

Under the definition within the Disability Discrimination Act 1995, what type of disability do or did you have?

- Blind/Partially Sighted Deaf/Hard of hearing Dyslexia
- Mental health difficulties Other mobility problems Multiple disabilities

- Unseen disability (e.g. diabetes, epilepsy)
- Wheelchair use

Please specify:
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Do you need any equipment or support because of your disability in order to carry out the duties described in the job description for this post?

Yes No If Yes please specify:.....

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Do you need any special consideration for access?

Yes No If Yes please specify:.....

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Please use this space if you wish to provide us with any other information you may think relevant.

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