

Application for employment

Thank you for considering a career with us. Please think carefully about the completion of this application form. If you are interested in working with people and helping your community we would welcome your application.

Please complete this in your own handwriting.

Position applied for

Where did you hear of this vacancy? (please specify)

Website

Social media

Print advertising

Word of mouth

Other

Are you willing to work shifts, including weekend work?

Yes

No

Please complete all sections of the application form and if more space is required to answer any questions please add additional pages to support your application.

We are an equal opportunities employer.

Section 1: Personal details

Are you 21 years of age or older? Yes

Forename

Surname

Address

Eircode

Email

Mobile

Tel

Section 2: Driving Licence details

Please note it is company policy to only accept applications from individuals holding a Republic of Ireland (ROI) driving licence issued by the NDLS.

Have you exchanged a foreign driving licence for a ROI one? Yes No If yes, when?

Driving Licence number

How long have you held a full car driving licence? Years Months

Licence entitlements grid. Please complete the grid below ticking the relevant boxes.

Category	Automatic	Manual	date test passed (if applicable)
B (Car)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
C (HGV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
D (Bus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Do you have a Bus Learner's Permit? Yes

If you already hold a Category D (Bus) licence please state which organisation provided your Bus training, please give details of the types of vehicle driven and for which company:

If you hold your Bus licence, have you completed the Driver Certificate of Professional Competence (CPC)? Yes No

If yes, please state the dates, certificate numbers and the names of the test centre for each 7 hour period of periodic training:

If you have completed any CPC training, could you please provide a print out of your CPC records from the RSA 'my CPC' site

Have you been involved in any road traffic incidents within the last 2 years (whether personally or whilst working)? Yes No

If yes, how many have you been involved in and what was the background to these?

Section 2: Driving Licence details *(continued)*

Please provide full details of any endorsements or fixed penalties.

You must declare any pending convictions/court appearances/driver awareness courses.

Date of conviction	Offence (inc code)	Date of offence	Fine	Disqualification period	Points
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has your Bus or Car Driving Licence ever been refused or revoked? Yes No

If yes, state the date, by whom and the reason:

Please enclose copies of both parts of your driving licence and Driver Qualification Card (DQC) with your application.

Section 3: Employment history

Most recent employer/current employer

Name

Job title

Address

Eircode

Dates employed

from

to

Notice period

Still employed

Responsibilities

Please note that we will not contact your present employer without your permission, however, any job offer made will be subject to receipt of references satisfactory to the Company.

Please see section 4 for details of referees.

Section 3: Employment history (continued)

Previous employment

Please supply details of your employment during the last 5 years, not including your most recent employer. This should include postal addresses for all employers that you list below. Please include details of ANY periods of unemployment or studying, (including the address of where you were claiming benefits or studying).

Please use an extra page for any additional information that will support your application.

Any gaps/unaccounted periods in your work history could result in your application being rejected.

Name and address	<input type="text"/>		
Job title	<input type="text"/>	Dates employed	from <input type="text"/> to <input type="text"/>
Responsibilities	<input type="text"/>		

Name and address	<input type="text"/>		
Job title	<input type="text"/>	Dates employed	from <input type="text"/> to <input type="text"/>
Responsibilities	<input type="text"/>		

Name & address	<input type="text"/>		
Job Title	<input type="text"/>	Dates employed	from <input type="text"/> to <input type="text"/>
Responsibilities	<input type="text"/>		

Name and address	<input type="text"/>		
Job title	<input type="text"/>	Dates employed	from <input type="text"/> to <input type="text"/>
Responsibilities	<input type="text"/>		

Name and address	<input type="text"/>		
Job title	<input type="text"/>	Dates employed	from <input type="text"/> to <input type="text"/>
Responsibilities	<input type="text"/>		

Section 3: Employment history (continued)

Previous employment in the bus industry

Have you previously worked for or applied to any other bus or coach company?

Including, but not limited to, any other Go-Ahead Group company.

Yes

No

If yes, please provide details below:

Company

Dates employed

from

to

Still employed

Reason for leaving

Have you previously applied to us for employment?

Yes

No

If yes, when?

Current Go-Ahead Group employees only

Transfer agreements exist between the Go-Ahead Group companies.

Please indicate below the name/details of your current Go-Ahead employer.

Current Go-Ahead colleagues will be subject to our normal recruitment process.

Company

Address

Postcode

Contact name

Tel

Email

Section 4: References

Please give the name and address of two referees.

They should not be related to you and should include, if possible, your most recent/current employer.

Reference 1

Name

Tel

Address (inc Eircode)

Email

Relationship

Reference 2

Name

Tel

Address (inc Eircode)

Email

Relationship

Section 4: References *(continued)*

Please note references are requested for all new employees. If a reference contradicts information given by the employee or is, in our opinion, unsatisfactory, the company reserves the right to withdraw an offer of employment, immediately discounting any appropriate notice period.

If one of your referees is your current employer please indicate whether we may contact prior to a job offer being made:

Yes

No

Section 5: Education and training history

Please give details of your formal education and training.

Name of Institution

Qualification(s) gained

Name of Institution

Qualification(s) gained

Name of Institution

Qualification(s) gained

Section 6: Other work

If offered a position will you continue to work in any other company/organisation including voluntary work?

Yes

No

If yes please provide details below (the Company needs to ensure that any other work does not interfere with your permanent job and the Working Time Act)

Section 7: Relevant skills, knowledge and experience

Please demonstrate how you feel you meet the requirements of the job (outlined in the enclosed literature) by describing any relevant knowledge, qualifications, skills and experiences; either from your current role or previous roles, or from other relevant situations such as activities outside of work:

Please explain why you would like to join our company:

Have you worked in a customer facing role before?

Yes No

If yes please explain:

Please explain what you consider excellent customer service to be:

Please explain why safety is paramount in the bus industry:

Section 8: Working and Republic of Ireland eligibility

Are you eligible to take up full time permanent employment in the Republic of Ireland?

Yes No

If No your application will not be processed any further.

Do you presently require a Visa or Work Permit to take up employment in the Republic of Ireland?

Yes No

If yes, what type of Visa or Work Permit do you have and are there any restrictions?

When does the current Visa or Work Permit expire?

Please enclose a copy of the Visa or Work Permit with your application, you will also be required to bring your passport, Visa or birth certificate with you for checking at interview.

Any false information provided or an application for employment made by individuals without legal entitlement to work in the ROI will be passed to the relevant enforcement agency.

Section 9: Security declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence other than motoring, or bound over to keep the peace? Yes No

If yes, please provide details of any unspent convictions (spent convictions within the meaning of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 do not need to be disclosed). Please note all employees are required to undertake Garda Síochána vetting as a condition of employment. Should this be unsatisfactory or result in one of our contractors refusing clearance it may result in the offer of employment being withdrawn.

Section 10: General Data Protection Regulation

I hereby give my explicit consent to Go-Ahead Dublin to use the information provided in the application form electronically for recruitment and selection purposes and statistical and audit purposes only. The Company will ensure that the personal information submitted as part of the application will be stored or disposed of securely. Access to confidential information contained in this document will be restricted to those involved in the recruitment and selection process.

By signing below you give your consent for the company to hold and process this information:

Signed

Print name

Section 11: Declaration

All employment is subject to satisfactory references, medical examination, Garda Síochána vetting, signing a contract of employment and a period of probation determined by the Company. Please note that as a condition of employment you will be required to sign a Training Indemnity Bond (should you not already hold a Bus licence) and a CPC Training Bond to cover ongoing periodic training.

I confirm that the information in this application form is correct to the best of my knowledge. I understand that any false declaration or misleading information is liable to lead to an offer of employment being withdrawn or employment being immediately terminated. I understand that if I fail to correctly complete the application form or fail to supply the required information it is liable to result in my application being rejected.

I confirm that I am eligible for full time permanent employment in the Republic of Ireland. I understand that fraudulent applications by individuals without the legal entitlement to work in the Republic of Ireland will be reported to the relevant enforcement agency.

Signed

Print name

Date