



Application for Driver/ Passenger Assistant (Self-Employed Vacancy)

NAME :

**HOME TO SCHOOL
TRANSPORT**

GENERAL GUIDANCE NOTES

- Fill in the application form in black ink and use CAPITAL letters.
- Answer all the questions with information that is relevant to the job you're applying for. Avoid using 'Not applicable' (n/a).
- Keep a photocopy of your form as a useful reminder of what you wrote if you get an interview.

Guidance for filling in this form

Sections 1 to 6 Fill in all the details in CAPITAL letters.

Section 7 You must declare any convictions to SCC when applying for your Identification badge. If you do not, it will delay your application.

Section 8 If you have lived outside the UK for more than 3 months over the age of 16, SCC will need to see a Certificate of Good Conduct from the country you lived in that period.

Section 9 Give details of universities, colleges, schools or other training places you have attended, putting the most recent first then working back. List any examinations you took and the grades and results you achieved.

Section 10 Give details of all your previous jobs for at least the past 5 years, putting the most recent job first then working back. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you're applying for. Use a separate sheet of paper if necessary.

Section 11 This section is very important because it gives you the chance to sell your skills to the owner of the business. Include any information that you feel makes you particularly suitable for the job. For example, previous experience, voluntary work, hobbies, language skills and relevant study and qualifications. If you don't have any formal qualifications, mention what you were good at or particularly enjoyed at school.

Section 12 Give the names, addresses and telephone numbers of two people who will act as references for you. This is usually a previous employer and someone you have known for at least five years such as a family friend or neighbour, but not a relative. Please check with the people that they are willing to provide a reference for you before you put their details on the form. If you have been unemployed for the past 5 years, please provide 2 personal references, one of which will need to be from a professional e.g. teacher, local councillor, GP, or religious leader.

Section 13 Please provide the names and addresses of your TWO most recent employers to whom confidential enquiries may be made regarding your application. Please provide an explanation for why you are unable to provide employer references. If you are able to provide a personal reference instead.

Section 14 Sign and date the form to confirm that the information you have given is correct.

Before applying for this vacancy, please read the following important information.

- The vacancy you are applying for is for a Passenger Assistant or Private Hire/ Hackney Carriage driver to provide Home to School Transport for children with Special Educational Needs.
- This vacancy is a self-employed role and so you are responsible for all your National Insurance contributions and Income Tax.
- You must be of the age of 21 or over for the Passenger Assistant application, and 21 or over for the driver application and must have held a full driving license for at least 12 months.
- If your application is successful, you will be asked to undergo an enhanced disclosure if you do not already hold an SCC Identification Badge, and training specific to your job role.

JOB APPLICATION FORM

Date of Application

Position

Employment Type

PERSONAL INFORMATION

- 1) Full Name :
- 2) Date of Birth : Gender :
- 3) Address :
- 4) City : County :
- 5) Postal Code : Country :
- 6) Phone Number : Email Address :

7) Protecting Children and Vulnerable Adults

The position you are applying for necessitates a DBS check (Disclosure and Barring Service), by SCC.

DBS Enhanced Checks (please refer to Job Specification) Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes, please give details/dates of offence(s) and sentence:

Section 2 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes, please give details / dates of offence(s) and sentence:

- 8) Have you lived outside of the UK for more than 3 months from the age of 16? (SCC will ask this) YES ☐ NO ☐

9)

EDUCATION/QUALIFICATIONS			
School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to provide details of any training or non-qualification-based development that is relevant to the post and supports your application.

Training Course Course Details	(including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

EMPLOYMENT HISTORY

Previous Employment a full 5- year employment history is required
Please include any previous experience (paid or unpaid), starting with the most recent first.

Name of Current Employer:

Address:

Position Held:

Date Started: Notice Period or Leaving date if you are no longer employed:

Reason for leaving:

Brief description of duties:

Name of Previous Employer:

Address:

Position Held:

Date Started: Notice Period or Leaving date if you are no longer employed:

Reason for leaving:

Brief description of duties:

Name of Previous Employer:

Address:

Position Held:

Date Started: Notice Period or Leaving date if you are no longer employed:

Reason for leaving:

Brief description of duties:

Continue previous employer information on separate sheet if necessary

11) **ANY OTHER EVIDENCE TO SUPPORT YOUR APPLICATION**

12) **INFORMATION IN SUPPORT OF YOUR APPLICATION**

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (by giving relevant examples and Safeguarding courses). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Please attach and label any additional sheets used.

REFERENCES

Please provide the names and addresses of your TWO most recent employers to whom confidential enquiries may be made regarding your application.

<p>REFERENCE 1</p> <p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>REFERENCE 2</p> <p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Please provide an explanation for why you are unable to provide employer references. If you are able to provide a personal reference instead.

DECLARATION

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at ETS Surrey

I acknowledge and consent to the Inner Temple's ability to create and maintain both digital and physical records of my personal data. I understand that this information will be processed and stored in compliance with the Data Protection Act 1998.

Date:

Signed:

