

PRIVATE AND CONFIDENTIAL

Application form must be completed in applicants own handwriting.

Please answer all of the questions. Please read the **guidance notes for applicants** included with this form before you fill it out. If there is not enough space on this form, please write on another piece of paper and send it with your form.

Job applied for
 Location(s) Full Time Part Time

1. PERSONAL DETAILS

Marital Status: Married Civil Partnership Co-habiting Divorced Widowed Single
 Title: Mr Mrs Ms Other Address
 Surname
 First name
 Name you wish to be known by Postcode
 Home Telephone Work Telephone
 Mobile Telephone Email

Driver applicants only to answer questions within this box - see guidance notes for details

Age: 18+ 21+ 64.5+ Height Weight

Do you hold a UK Bank Account for payment of wages? Yes No Tick as applicable

Are you a member of Her Majesty's reserve or territorial forces? Yes No Tick as applicable

Are you an EU Citizen? Yes No Tick as applicable

For Non EU Citizens only:

Are there any restrictions on your leave to remain in the UK? Yes No Tick as applicable

If Yes, what is the expiry date? / /

Are there any restrictions on your right to work in the UK? Yes No Tick as applicable

If Yes, please give details

You will be required to provide a valid work permit or other evidence of your right to work in the UK.

2. CAREER / WORK DETAILS

Have you previously been employed by any companies in the Rotala group? Yes No Tick as applicable

If Yes, please give details:

Job Title Start Date Finish Date

Reason for leaving

2. CAREER / WORK DETAILS (CONT.)

Please list below present and past employment, beginning with the most recent:

PRESENT	Employer Name	Start Date	Reasons for leaving
	<input type="text"/>	<input type="text"/>	
	Employee Address	Finish Date	Responsibilities
	<input type="text"/>	<input type="text"/>	
	Position	<input type="text"/>	
Salary	<input type="text"/>		

PREVIOUS	Employer Name	Start Date	Reasons for leaving
	<input type="text"/>	<input type="text"/>	
	Employee Address	Finish Date	Responsibilities
	<input type="text"/>	<input type="text"/>	
	Position	<input type="text"/>	
Salary	<input type="text"/>		

PREVIOUS	Employer Name	Start Date	Reasons for leaving
	<input type="text"/>	<input type="text"/>	
	Employee Address	Finish Date	Responsibilities
	<input type="text"/>	<input type="text"/>	
	Position	<input type="text"/>	
Salary	<input type="text"/>		

PREVIOUS	Employer Name	Start Date	Reasons for leaving
	<input type="text"/>	<input type="text"/>	
	Employee Address	Finish Date	Responsibilities
	<input type="text"/>	<input type="text"/>	
	Position	<input type="text"/>	
Salary	<input type="text"/>		

Do you have any objection to us contacting your present or most recent employer? Yes No

If Yes, please give a reason

Please provide details below for two referees, one of which must be your present or most recent employer, job centre contact or academic (school teacher or college tutor) reference.

Reference 1. Name <input type="text"/>	Reference 2. Name <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
<input type="text"/>	<input type="text"/>
Telephone <input type="text"/>	Telephone <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>
May we contact this referee before interview / job offer? Yes <input type="checkbox"/> No <input type="checkbox"/> Tick as applicable	May we contact this referee before interview / job offer? Yes <input type="checkbox"/> No <input type="checkbox"/> Tick as applicable

3. EDUCATION AND TRAINING

Please give details of your full and / or part time education from the age of 11 years.

Qualifications / Courses	Results / Grade	School / College / Organisation
<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"/>

Do you have an NVQ Level 2 Certificate? Yes No NVQ Certificate number

If No, Would you be prepared to further your training? (e.g. NVQ, Day Release) Yes No

For PCV licence holders only:

Have you completed any CPC Training Hours? Yes No No. of hours completed

What was the training that you received?

(From 10/09/08 all PCV licence holders are required to attend 35 hours DCPC (Driver Certificate or Professional Competence) training over a 5 year period).

4. ABOUT YOUR HEALTH

Do you have a disability or condition which could affect your ability to do this job?

Yes No If Yes, please specify

Are there any special arrangements or adjustments that we need to make should you be invited for an interview or offered this job?

5. DRIVING LICENCE AND MOTORING OFFENSES

Where driving is applicable to the post you are applying for, please enclose a photocopy of both parts of your Licence with your application form.

Do you hold a FULL British Driving Licence? Yes No Tick as applicable

How many years have you held a FULL British Driving Licence? Years Months

What categories of Driving Licence do you hold? Tick as applicable

Car PCV(prov.) PCV(Auto) PCV (Full) HGV Forklift Truck

Do you hold a current PCV Driving Licence? Yes No Tick as applicable

How many years have you held a PCV Licence? Years Months

PCV Licence Issue Date Expiry Date

Are there any endorsements on your Licence? Yes No Tick as applicable

Endorsements code(s) and date(s)

No of penalty points on your Licence

Have you ever been disqualified from holding a licence? Yes No Tick as applicable

6. SUPPLEMENTARY INFORMATION

Please tell us about any skills and abilities do you have that may help you in this job. Give details of any hobbies and interests you have, membership of clubs, voluntary work or other responsibilities you consider relevant to the job you are applying for (Please continue on a separate sheet if required):

DECLARATION

I declare that the information given by me on this form is correct in every detail
I am aware that failure to disclose facts or information relevant to the job may result in my employment being terminated

Successful applicants may be awarded a conditional offer of employment subject to the Company obtaining two satisfactory references and a satisfactory Disclosure and Barring Service (DBS) check. Applicants will be subject to either a basic, standard or enhanced check dependent upon the nature and specification of the role. For more information, we refer you to our Privacy Notice attached.

Applicants signature

Date

/ /

COMPANY USE ONLY

Date received application form <input type="text" value="/ /"/>	Date offer letter sent <input type="text" value="/ /"/>
Invite for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date references applied for <input type="text" value="/ /"/>
If No, give reason <input type="text"/>	Reference 1 received? Yes <input type="checkbox"/> Date <input type="text" value="/ /"/>
Interview date <input type="text" value="/ /"/>	Reference 2 received? Yes <input type="checkbox"/> Date <input type="text" value="/ /"/>
Interviewer name <input type="text"/>	DBS check requested? Yes <input type="checkbox"/> No <input type="checkbox"/> Date <input type="text" value="/ /"/>
Interview successful? Yes <input type="checkbox"/> No <input type="checkbox"/>	DBS type requested Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/>
Reason for decision <input type="text"/>	DBS check successful? Yes <input type="checkbox"/> No <input type="checkbox"/> Date <input type="text" value="/ /"/>
Equal Opportunities form received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Start date <input type="text" value="/ /"/>
Date and time of company medical <input type="text" value="/ /"/>	Location <input type="text"/>
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Signed contract received? Yes <input type="checkbox"/> Date <input type="text" value="/ /"/>
Date and time of driving assessment <input type="text" value="/ /"/>	Training dept. notified for induction Yes <input type="checkbox"/> Date <input type="text" value="/ /"/>
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	

Signed <input type="text"/>	Print <input type="text"/>	Position <input type="text"/>	Date <input type="text" value="/ /"/>
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EQUAL OPPORTUNITIES

The Rotala Group of Companies is committed to being an equal opportunities employer and to provided support ensuring that disabled candidates can complete equally with other applicants. To help us to monitor the effectiveness of our policy, please complete the details below.

This information will not form part of the recruitment decision

Gender: Male Female

Date of Birth

Do you consider yourself to have a disability? Yes No Tick as applicable

If Yes, what is the nature of your disability?

Do you require additional help with our recruitment process? Yes No Tick as applicable

The Disability Discrimination Act defines disability as "A physical or mental impairment, which has a substantial and long-term effect on the person's ability to carry out normal day to day activities".

Nationality

I would describe my ethnic origin as:

White

British European Any other White background

Please specify

Mixed

White Asian White & Black Caribbean White & Black African Any other Mixed background

Please specify

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background

Please specify

Black or Black British

Caribbean African Any other Black background

Please specify

Chinese or other ethnic group Chinese Other Ethnic Group

Please specify

Is English your first Language? Yes No Tick as applicable

If No, what is your first language?

Do you have responsibility for dependants? Yes No Tick as applicable

(Dependants relate to children or elderly or other persons for whom you are the main carer).

How did you hear about the vacancy? (please specify which publication if applicable)

Position applied for

Location Date of Application

GUIDANCE NOTES FOR APPLICANTS

This application form plays an important part in deciding whether you will be offered a interview for the job you are applying for. If you are selected it will also be used during the interview itself. It is vital that you complete this form as fully and as accurately as possible. The following advice is to help you to complete the application form. All information you give is confidential. If there is not enough space on this form, please write on a separate sheet of paper and send it with this form. Read the application form and any other details you are given carefully. We may not always be able to offer you a role at the location you prefer. If you are able to work in any of our other locations, please let us know.

SECTION 1 - PERSONAL DETAILS.

Only driver applicants are required to answer the question asking for your age. If you are NOT applying for a driving job please do not answer this question. We have to ask potential drivers for their age as there are DVLA rules limiting the ages of people who can drive a bus. There are also restrictions on height and weight due to vehicle specifications. These restrictions will be explained to you fully at your interview, if you have access to the internet you can read more about DVLA restrictions at <http://www.direct.gov.uk/en/Motoring/index.htm>

SECTION 2 - CAREER / WORK DETAILS.

Offers of employment are subject to receipt of two satisfactory written references. Please provide details for two referees, They should not be related to you and one of which must be your present or most recent employer, job centre contact or academic (school teacher or college tutor) reference, if more appropriate. We may also contact previous employers mentioned on this application form.

SECTION 3 - EDUCATION & TRAINING.

Please bring proof of your qualifications with you if you are asked to attend an Interview.

SECTION 4 - ABOUT YOUR HEALTH.

Please tell us about any help you may require with the application process or employment with Rotala Plc.

SECTION 5 - DRIVING LICENCE.

PLEASE NOTE: If you are applying for a position as a Bus Driver, we currently only accept applications from fully qualified PCV Category D Licence holders. **Please enclose a photocopy of both parts of your driving licence with your application.**

SECTION 6 - SUPPLEMENTARY INFORMATION.

Please tell us about what skills, abilities, knowledge and experience you have that are relevant to the job you are applying for. Give details of any hobbies and interests you have, membership of clubs, voluntary work or other responsibilities, which may help in your application.

EQUAL OPPORTUNITIES.

Rotala Plc and its subsidiaries is an Equal Opportunity Employer. Applications are welcomed from all people with relevant skills and abilities for the job. To help us monitor our Equal Opportunities responsibilities please ensure you complete the Equal Opportunities form.

GENERAL DATA PROTECTION REGULATIONS.

Rotala Plc and its subsidiaries are committed to complying with the General Data Protection Regulations. Please see attached privacy notice for further information.

SENDING YOUR APPLICATION.

You can post your application form direct to the local depot you wish to apply for.

Please address your application to "Recruitment":

- **Diamond Bus Ltd**, Tividale Depot, Hallbridge Way, Tipton Road, Tividale B69 3HW
- **Diamond Bus Ltd**, Kidderminster Depot, Island Drive, Kidderminster DY10 1EZ
- **Diamond Bus Ltd**, Redditch Depot, Plymouth Road, Redditch B97 4PA
- **Diamond Bus North West Ltd**, Bolton Depot, Weston Road, Bolton BL3 2AW
- **Diamond Bus North West Ltd**, Eccles Depot, 186 Old Wellington Road, Eccles, Manchester M30 9QG
- **Hallmark Bus**, Unit 18 Heathrow Industrial Estate, Green Lane, Hounslow, Middlesex TW4 6HB
- **Hallmark Connections**, Coach Travel Centre, Bedfont Road, Stanwell, Middlesex TW19 7LZ
- **Preston Bus Ltd**, 221 Deepdale Road, Preston PR1 6NY
- **Rotala Plc**, Head Office, Hallbridge Way, Tipton Road, Tividale, West Midlands B69 3HW

1. What is the purpose of this document?

Rotala Plc is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

2. Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

3. The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, driving licence details, assessment or test results, notes from the interview process and references.
- Any information you provide to us during an interview.
- Pre-employment medical results if necessary.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

4. How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies, from which we collect the following categories of data: Personal contact details, employment history, education history and qualifications. Previous employment reference(s).
- Experian, BAA, Local Authorities as background check providers, from which we collect the following categories of data: address verification, adverse credit information, DBS.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data: dates of employment and confirmation of job title.

5. How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

6. It is in our legitimate interests to decide whether to appoint you to a role since it would be beneficial to our business to appoint someone to that role.

7. We also need to process your personal information to decide whether to enter into a contract of employment with you.

8. Having received your CV and covering letter and/or your application form and the results from any tests that you may have to take, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and/or carry out a criminal record and/or carry out any other relevant checks to your employment before confirming your appointment.

9. If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

10. How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

11. Information about criminal convictions

We envisage that we will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. We are legally required to carry out criminal record checks for those carrying out certain roles.

12. Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

13. Data sharing

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: recruitment agencies/Drivercheck/Government Bodies/Pension providers. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

14. Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

15. Data retention - How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

16. Rights of access, correction, erasure, and restriction - Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact GDPR@rotala.co.uk in writing.

17. Right to withdraw consent

When you submit your application for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact GDPR@rotala.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

I, (candidate name), acknowledge that on (date),

I received a copy of Rotala Plc's Candidate Privacy Notice and that I have read and understood it.

Signature: Full Name: