

AdventureTravel



NEW ADVENTURE TRAVEL LIMITED T/A ADVENTURE TRAVEL

APPLICATION FORM

WWW.ADVENTURETRAVEL.CYMRU



WELCOME

THANK YOU FOR CONSIDERING A CAREER WITH US AT ADVENTURE TRAVEL.

PLEASE READ THE GUIDANCE NOTES BELOW BEFORE ANSWERING ALL THE QUESTIONS.

- YOUR APPLICATION CAN BE HANDWRITTEN IN BLACK INK OR TYPED AND SAVED AS A PDF.
- IF THERE IS NOT ENOUGH SPACE ON THIS FORM, PLEASE WRITE ON ANOTHER PIECE OF PAPER AND SEND IT WITH YOUR FORM.

GUIDANCE NOTES FOR APPLICANTS

THIS APPLICATION FORM PLAYS AN IMPORTANT PART IN DECIDING IF YOU WILL BE OFFERED AN 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 AS POSSIBLE.

THE FOLLOWING ADVICE IS TO HELP YOU COMPLETE THE APPLICATION FORM. ALL INFORMATION YOU GIVE IS CONFIDENTIAL. IF THERE IS NOT ENOUGH SPACE ON THIS FORM, PLEASE WRITE ON A SEPARATE PIECE OF PAPER AND SEND IT WITH THIS FORM.

READ THE APPLICATION FORM AND ANY OTHER DETAILS YOU ARE GIVING CAREFULLY. WE MAY NOT ALWAYS BE ABLE TO OFFER YOU A ROLE AT THE LOCATION YOU PREFER. IF YOU ARE ABLE TO WORK AT ANY OF OUR OTHER LOCATIONS, PLEASE LET US KNOW.

THE ADVERTISEMENT OR JOB DESCRIPTION

EITHER OF THESE WILL TELL YOU WHAT SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE WE ARE LOOKING FOR.

WE WILL PROCESS YOUR DATA LAWFULLY AND FAIRLY AND IN ACCORDANCE WITH CURRENT LEGISLATION. WE MAY RETAIN WHOLLY ANONYMISED DATA FOR MONITORING PURPOSES



PRIVATE AND CONFIDENTIAL

POSITION APPLIED FOR:

LOCATION:

HOW DID YOU HEAR ABOUT THE
VACANCY?

PERSONAL DETAILS

TITLE:

FIRST NAME(S):

SURNAME:

NI NUMBER:

HOME TEL:

MOBILE TEL:

EMAIL
ADDRESS:

HOME ADDRESS
LINE 1:

LINE 2:

TOWN:

COUNTRY:

POSTCODE:

DO YOU HAVE THE RIGHT TO WORK IN THE UK?

YES ☐ NO ☐

IF YOU ARE NOT A BRITISH CITIZEN, ARE THERE ANY RESTRICTIONS ON YOUR LEAVE TO REMAIN IN THE UK?

YES ☐ NO ☐

IF YES PLEASE GIVE DETAILS:

ARE THERE ANY RESTRICTIONS ON YOUR RIGHT TO WORK IN THE UK? YES ☐ NO ☐

IF YES PLEASE GIVE DETAILS:

PLEASE NOTE THAT IF YOUR APPLICATION IS SUCCESSFUL, YOU WILL BE REQUIRED TO PRODUCE ORIGINAL DOCUMENTATION SHOWING YOUR RIGHT TO LIVE AND WORK IN THE UK, A COPY OF WHICH WILL BE RETAINED ON FILE IN ACCORDANCE WITH OUR OBLIGATIONS UNDER IMMIGRATION LAW.

ADDITIONAL INFORMATION

HAVE YOU WORKED FOR ADVENTURE TRAVEL OR ANY OTHER BUS COMPANY BEFORE?

YES ☐ NO ☐

IF YES PLEASE GIVE DETAILS:

HAVE YOU APPLIED TO ADVENTURE TRAVEL FOR A JOB BEFORE?

YES ☐ NO ☐

IF YES PLEASE GIVE DETAILS:

LICENCES

DRIVING LICENCE ENTITLEMENT: TICK AS APPLICABLE.

CAR ☐

PCV FULL ☐

PCV AUTOMATIC ONLY ☐

PCV MINIBUS ONLY ☐

LGV ☐

FORKLIFT ☐

OTHER ☐

ENDORSEMENTS: YES ☐ NO ☐

NO OF POINTS :

ENDORSEMENTS CODE/S :

HAVE YOU EVER BEEN DISQUALIFIED FROM HOLDING A LICENCE?

YES ☐ NO ☐

IF YES, PLEASE GIVE DETAILS:

FOR PCV LICENCE HOLDERS ONLY

DATE PCV LICENCE ISSUED :

DRIVER CPC (DQC CARD) ISSUE
DATE:

IF YOU ARE INVITED TO AN INTERVIEW, PLEASE BRING YOUR DRIVING LICENCE, DQC CARD AND DIGITAL TACHO CARD (IF APPLICABLE) TO THE INTERVIEW.

CAREERS/ PREVIOUS WORK DETAILS

PRESENT OR LAST EMPLOYMENT

COMPANY NAME:

POSITION HELD:

RESPONSIBILITIES:

DATES
EMPLOYED

FROM:

TO:

REASON FOR
LEAVING:

WHAT NOTICE PERIOD ARE YOU
REQUIRED TO GIVE:

PREVIOUS EMPLOYMENT

COMPANY NAME:

POSITION HELD:

RESPONSIBILITIES:

DATES
EMPLOYED

FROM:

TO:

REASON FOR LEAVING:

PREVIOUS EMPLOYMENT WITHIN THE LAST 10 YEARS:

(PLEASE USE EXTRA PAPER IF NEEDED)

COMPANY

FROM

TO

POSITION

REASON FOR LEAVING

ARE YOU A MEMBER OF HER MAJESTY'S RESERVE OR TERRITORIAL FORCES?

YES ☐

NO ☐

WHAT IS YOUR FIRST LANGUAGE?

DO YOU SPEAK ANY OTHER LANGUAGES?

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PREBOOKED HOLIDAYS

DO YOU HAVE ANY HOLIDAYS/TIME OFF BOOKED IN THE NEXT SIX MONTHS, IF SO PLEASE GIVE DATES:

HEALTH

DO YOU HAVE A DISABILITY THAT REQUIRES AN ADJUSTMENT TO ENABLE YOU TO PARTICIPATE IN THE RECRUITMENT PROCESS?

YES ☐ NO ☐

SHOULD YOU BE INVITED FOR AN INTERVIEW PLEASE ADVISE US IN ADVANCE IF THERE ARE ANY SPECIAL ARRANGEMENTS OR ADJUSTMENTS WE NEED TO MAKE:

DO YOU HAVE A DISABILITY OR CONDITION WHICH COULD AFFECT YOUR ABILITY TO DO THIS JOB?

YES ☐ NO ☐

IF YES PLEASE SPECIFY:

EDUCATION & TRAINING

PLEASE GIVE DETAILS OF YOUR FULL AND / OR PART TIME EDUCATION FROM THE AGE OF 11 YEARS.

QUALIFICATIONS / COURSES	RESULTS / GRADES	SCHOOL / COLLEGE / ORGANISATION

CONVICTIONS & MOTORING OFFENCES

APART FROM OFFENCES THAT ARE "SPENT" UNDER THE TERMS OF THE REHABILITATION OF OFFENDERS ACT 1974, PLEASE ANSWER THE FOLLOWING QUESTIONS:

SECTION A (FOR ALL DRIVING ROLES YOU MUST ALSO FILL OUT SECTION B)

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES ☐ NO ☐

IF YES PLEASE GIVE DETAILS:

HAVE YOU EVER BEEN CONVICTED OF A MOTORING OFFENCE?
(EXCLUDING PARKING OFFENCES) YES ☐ NO ☐

IF YES PLEASE GIVE DETAILS:

ARE YOU CURRENTLY INVOLVED IN PROCEEDINGS WHICH MAY LEAD TO A CONVICTION?

YES ☐ NO ☐

IF YES PLEASE GIVE DETAILS:

HAVE YOU EVER BEEN DECLARED BANKRUPT OR HAVE YOU OR ANYONE ELSE APPLIED IN THE LAST 12 MONTHS TO HAVE YOU DECLARED BANKRUPT?

YES ☐ NO ☐

SECTION B

APPLICANTS FOR ALL BUS DRIVER POSITIONS MUST COMPLETE THIS SECTION.

AS YOUR JOB WILL INVOLVE DRIVING A BUS WITH CHILDREN OR VULNERABLE ADULTS (OR ACCOMPANYING CHILDREN OR VULNERABLE ADULTS) YOU MUST TELL US ABOUT ALL CRIMINAL CONVICTIONS (SPENT OR UNSPENT) BELOW:

PLEASE NOTE THAT IF YOU ARE OFFERED A JOB WITH US, WE WILL ASK AN UMBRELLA COMPANY OR THE DISCLOSURE AND BARRING SERVICE (DBS) TO CARRY OUT CHECKS ON YOU. HAVING A CRIMINAL RECORD MAY AFFECT YOUR ABILITY TO BE EMPLOYED WITH US, SO IT'S IMPORTANT TO NOTIFY US OF ANY CONVICTIONS OR PENDING CONVICTIONS (OTHER THAN THOSE THAT ARE "PROTECTED" BY LAW) AHEAD OF THE INTERVIEW PROCESS, OR AT INTERVIEW.

REFERENCES

PLEASE PROVIDE DETAILS BELOW FOR TWO REFEREES, ONE OF WHOM MUST BE YOUR PRESENT OR MOST RECENT EMPLOYER. WE MAY ALSO CONTACT OTHER PREVIOUS EMPLOYERS MENTIONED ON THIS FORM, WITH YOUR CONSENT. IF THIS WILL BE YOUR FIRST JOB, YOU MAY PROVIDE A JOBCENTRE CONTACT OR AN ACADEMIC REFEREE INSTEAD (E.G. SCHOOL OR COLLEGE TEACHER/TUTOR).

IF YOU DO NOT WANT US TO CONTACT OTHER PREVIOUS EMPLOYERS, PLEASE TICK THIS BOX.

☐

PLEASE NOTE THOUGH, THAT WE WILL ALWAYS CONTACT YOUR LATEST EMPLOYER



REFERENCE 1:

CONTACT NAME &
POSITION IN THE BUSINESS:

COMPANY:

FULL
ADDRESS:

POSTCODE:

TELEPHONE:

EMAIL:

WHAT IS YOUR CONNECTION WITH THIS
PERSON?

CAN WE APPROACH THIS REFEREE PRIOR TO MAKING A JOB OFFER?

YES ☐ NO ☐

REFERENCE 2:

CONTACT NAME & POSITION
IN THE BUSINESS:

COMPANY:

FULL
ADDRESS:

POSTCODE:

TELEPHONE:

EMAIL:

WHAT IS YOUR CONNECTION WITH THIS
PERSON?

CAN WE APPROACH THIS REFEREE PRIOR TO MAKING A JOB OFFER?

YES ☐ NO ☐

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 ANY JOB OFFER BEING WITHDRAWN OR MY EMPLOYMENT BEING TERMINATED.

APPLICANT'S SIGNATURE:

DATE:

THANK YOU FOR COMPLETING YOUR APPLICATION

HOW TO APPLY:

IF YOU HAVE COMPLETED THE APPLICATION FORM BY HAND,
PLEASE SCAN AND EMAIL IT TO
JOBS@ADVENTURETRAVEL.CYMRU

IF YOU HAVE COMPLETED THE APPLICATION ONLINE, PLEASE
COMPLETE THE FIELDS, SAVE AS A PDF AND EMAIL IT TO
JOBS@ADVENTURETRAVEL.CYMRU



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