**Application form for School Minibus Driver**

Start date – TBC

Salary – £8.75 per hour

Position – minimum 10 hours per week, part-time permanent contract

**West Newcastle Academy and the Governing Body are dedicated to promoting equality and fairness**.

Selection is based on how you demonstrate your ability as a Minibus Driver. We are looking for individuals to be enthusiastic, proactive and supportive, and to follow and uphold the school’s underlying ethos.

WNA ref (internal use only):

**Section 1 – Qualifications**

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent.

**Higher and/or Further Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Class and subject(s) | Name of College, University etc | Date achieved  (MM/YY) |
|  |  |  |  |

**Secondary Education Post GCSE:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification type and subject  post GCSEs | Grade/Level attained | Name of School, College, University etc | Date achieved  (MM/YY) |
|  |  |  |  |

**Membership to Professional Bodies (if relevant):**

|  |  |  |
| --- | --- | --- |
| Name of Professional Body | Date achieved | By exam or election? |
|  |  |  |

**Section 2 – Experience**

Tell us about how you meet the requirements of this position outlined in the Minibus Driver Job Description.

#### **Full Job History**

Please give full details of your employment history starting with your current or most recent job. Briefly provide details of the duties undertaken and the responsibilities held to show how your experience meets the requirements of the position.

Indicate gaps in employment and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.Please continue on a separate sheet if necessary.

**Employment History (most recent first):**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name and address | Job title and brief description of role and responsibilities | Salary | Dates of employment |
|  |  |  |  |

Please use the space below to explain why you are suitable for this position (250 words maximum)

**Section 3 – References**

Two references are required for all candidates, one of whom must be your current or most recent employer. References will be taken prior to any offers of employment made by West Newcastle Academy.

**Ref 1 (Must be current/recent employer) Ref 2 (Not a family member or partner)**

|  |  |
| --- | --- |
| Name: | Name: |
| Full address and postcode: | Full address and postcode: |
| Telephone no: | Telephone no: |
| Email: | Email: |
| How long has this person known you and in what capacity? | How long has this person known you and in what capacity? |

**Relationships**

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative or a partner, or do you have a close personal relationship with, any employee or Governor connected to West Newcastle Academy? If so, please state the person(s) full name, their position and place of work.

**Section 4 – Application process**

If we have not contacted you within four weeks of receiving your application, please assume that you have not been successful.If you are successful with your application, we will need two satisfactory references, proof of your necessary qualifications, medical clearance, DBS check and proof of your eligibility to work in the UK before you start work with us.

**Rehabilitation of Offenders**

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Have you ever had any convictions, cautions, reprimands or final warnings given by the police?

|  |  |
| --- | --- |
| Yes | No |

If 'Yes', please give details on a separate sheet and attach in a sealed envelope marked 'Confidential'

West Newcastle Academy and the Governing Body is committed to safeguarding and promoting the welfare of children and vulnerable adults. If your job requires you to be in regular contact with children or vulnerable adults we will also need to obtain an Enhanced Disclosure and Barring Schemes clearance before you start work with us.

**Section 5 – Declaration**

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, this information will form part of your personnel record and may be used by West Newcastle Academy and the Governing Body for business purposes including the prevention and detention of fraud.

**I declare that all information given as part of my application is true. I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Disclosure and Barring Schemes check will be carried out.**

**Please sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Or tick:**