



<b>Position applied for:</b>	
<b>Return completed form to:</b>	careers@discoverscotlandtours.com

### Personal details

<b>Surname:</b>	
<b>Forenames:</b>	
<b>Current address:</b>	
<b>Day time telephone number:</b>	
<b>Evening telephone number:</b>	
<b>Mobile telephone number:</b>	

### Driving licence

Do you have any of the following?

<p><b>A full driving licence:</b></p> <p>YES      NO</p>	<p><b>A PCV licence: (minimum D1 requirement)</b></p> <p>YES      NO</p> <p>If yes, category?</p>
<p><b>Any current endorsements:</b></p> <p>YES      NO</p>	<p><b>Use of a car:</b></p> <p>YES      NO</p>



## Employment history

Please give details of your last four jobs, beginning with your present or most recent. Include work experience, part-time and temporary positions.

Dates (from-to)	Employer (name and address)	Position held (title, working hours)	Reason for leaving
-			
-			
-			
-			

### Disabilities

**Do you require any special arrangements to be made for your assessment test on account of a disability?**

Yes

No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your assessment test and thus meet our obligations under the Equality Act 2010:



<p><b>Do you have a health condition that affects your ability to drive long distances, communicate effectively with visitors on tour and lift heavy items; after taking into account special arrangements that could be made to overcome your difficulty with driving long distances, communicate effectively with visitors on tour and lift heavy items?</b></p>	<p>Yes</p>	<p>No</p>
<p>If "yes", please give brief details of the effects of your health condition on your ability to <b>drive long distances; communicate effectively with visitors on tour and lift heavy items:</b></p>		
<p><b>Notice</b></p>		
<p>How many weeks' notice is required by present your employer?</p>		
<p><b>Training and experience</b></p>		
<p>Please give details of any relevant qualifications, courses attended or job roles/responsibilities; together with any other information that may assist your application. <b>Please also provide expiry dates of your driving licence; your driver qualification card and your digital tachograph card</b> (continue on a separate sheet if necessary):</p>		



### **Convictions**

Have you ever been convicted of a criminal offence? If so, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Exceptions Order:

### **Right to work in the UK**

Are there any restrictions on your right to work in the UK?

YES      NO

If yes, please state restrictions and the expiry date of any permissions.



## Referees

Please give the details of two referees (one should be your current or most recent employer):

<b>1. Name:</b>	<b>2. Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Time known:</b>	<b>Time known:</b>
<b>May references be taken up before interview?</b>	<b>May references be taken up before interview?</b>
YES      NO	YES      NO



**Data protection**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to Discover Scotland Tours Limited processing the data supplied in this application form for the purpose of recruitment and selection.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

I hereby give my consent to Discover Scotland Tours Limited carrying out checks on my qualifications.

Employee's signature

.....

Note: Any false, incomplete or misleading statements may lead to dismissal.