



**PRIVATE AND CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

1. Position applied for

2. Personal Details (Please complete this section in capitals)

Forename  Surname

3. Your Contact Details (including codes). Please tick your preferred method of contact

Address

Email	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>

4. Are there any restrictions on you taking up employment in the UK? Yes  No

If Yes, please explain.....

**5. Interview**

**6. Employment Details** Please list below your present and past employment for the last 5 years beginning with your current or most recent job. Explain any employment gaps. **Please continue on a separate sheet if necessary.**

Name and Address of Employer	Dates (From -To)	Job Title, Salary
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		

**Give details of any previous applications or employment with Oxford Bus Company, Thames Travel (Wallingford), Carousel Buses or any other Go-Ahead Group Operating Company**

Dates	Job Title	Reason for leaving

**7. Driving Licences**

Please tick to indicate the licences you hold.

<b>PCV</b>	manual	<input type="checkbox"/>	automatic	<input type="checkbox"/>	provisional	<input type="checkbox"/>
<b>D1</b>	manual	<input type="checkbox"/>	automatic	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Car</b>	manual	<input type="checkbox"/>	<input type="checkbox"/>			

**Date manual**

**car licence held since:** .....

**(a)** Please give full particulars of any endorsements. Continue of a separate sheet if necessary.

**(b)** Has any PCV or Driving Licence been refused or revoked?

**Yes/No**

If yes, state the date, by whom, and the reason.

**(c)** Have you completed the Certificate of Professional Competence (CPC)?

**Yes/No**

If yes, please state the date, certificate number and the name of the test centre.

(d) If currently training for the CPC, state how many hours training you have completed, the dates, and the name of the training centre

(e) Do you hold a Driver Qualification Card (DQC)?

**Yes/No**

### 8. Security Declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence or bound over to keep the peace?

**Yes/No**

(Spent convictions within the meaning of the Rehabilitation of Offenders Act 1974 as revised 2014 need not be disclosed)

**If yes, please give details**

Date	Offence	Court	Sentence or Order

### 9. How did you become aware of this vacancy?

Normal newspaper advertisement

**Yes/No**

Local free paper advertisement

**Yes/No**

Jobcentre

**Yes/No**

Website (Please specify)

.....

Radio

**Yes/No**

Other (please state)

**10. Declaration and Consent (Please read this carefully before signing this application)**

a) I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

b) I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

c) The information provided on this application form is protected by data legislation and will be used for the purposes of processing your application and statistical and audit purposes. By signing below you give your consent for the company to process this information.

Signed: ..... Date: .....



## **JOB DESCRIPTION**

<b>Job Title</b>	Engineer
<b>Hourly rate</b>	£18.00 per hour
<b>Division</b>	Engineering
<b>Reporting to</b>	Engineering Supervisor

### **Job Purpose**

Help deliver excellent customer service by maintaining company vehicles to the standard required by the Company, Department of Transport and VOSA in order to achieve maximum vehicle availability. To be responsible for working in a safe manner as stated in current legislation and company policies and procedures, at all times.

### **DUTIES AND RESPONSIBILITIES:**

1. The inspection, diagnosis, maintenance and repair of all company vehicles including buses, vans and coaches
2. Work effectively unsupervised and often with only an outline brief, using specialist or practical skills to complete a timely solution
3. Receive, handle safely, store or deploy materials appropriate to the task being undertaken
4. Diagnose vehicle faults, using diagnostic equipment
5. Undertake mechanical, electrical and some minor body repair.
6. Road test Company vehicles (licence permitting)
7. Supply own hand tools and take responsibility for specialist tools, materials etc that are used and observe a duty of care for all other items within the department

8. Ensure that all appropriate documentation and records are maintained accurately in order to satisfy the requirements of the Department of Transport and Company policies and procedures
9. Provide reports in relation to work and equipment as required
10. Keep abreast of technical developments through training and be willing to undertake continued professional development with regards to technical & personal skills
11. Ensure that all work is carried out in accordance with the Company's risk assessment practices and Health & Safety Policy requirements.
12. At all times be an ambassador of Thames Travel and bus use in general
13. Undertake any other duties and responsibilities of a similar nature or level of responsibility which may be allocated from time to time

**The above duties and responsibilities must be carried out in compliance with the Company's Equal Opportunities, Diversity, Inclusion and Dignity at work Policy, the Health and Safety Policy and will all other Company Policies currently in force at Thames Travel.**

The role will involve working with onsite staff, customers, and contractors. This job description sets out the main duties of the post; however the list is not exhaustive.

Duties may vary from time to time as a result of new legislation, changes in technology or policy. In this event, appropriate training will be provided.

**Benefits:**

The post attracts benefits of free travel, contributory pension, childcare vouchers scheme, lifestyle discount scheme, employee assistance programme, share save scheme, 20 days holiday plus an allowance of 8 days per annum which may or may not be taken on a public holiday.

**Promotion Prospects:**

Thames Travel actively encourages development from within the Company.

**We are an equal opportunities employer and welcome applications from throughout the community.**



## Engineer - Person Specification

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> <li>• City and Guilds, Level 3 NVQ or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to undertake further training to enhance the job role</li> </ul>
Specialist Knowledge & Skills	<ul style="list-style-type: none"> <li>• Knowledge and previous experience of vehicle bodywork repairs and maintenance procedures, ideally on HGV, PCV or Buses</li> <li>• Awareness and understanding of risk assessment, Health and Safety practices and Department of Transport standards</li> <li>• Knowledge of manual handling regulations</li> <li>• Computer literate with working knowledge of relevant packages</li> <li>• Analysing and fault finding</li> </ul>	<ul style="list-style-type: none"> <li>• Bus body work</li> <li>• Basic vehicle electrics</li> <li>• Relevant knowledge of all types of vehicle operated by the Company</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• PCV experience, or experience in a similar environment</li> </ul>	
Interpersonal & Communication Skills	<ul style="list-style-type: none"> <li>• Proven ability to undertake physical and dexterous work</li> <li>• Proven ability to communicate effectively, orally and in written form with individuals and groups at all levels</li> <li>• Proven ability to work unsupervised and alongside others, completing tasks in an economical, effective, safe and efficient manner</li> <li>• Proven ability to contribute positively as an effective member of the team</li> <li>• Dependable, flexible, reliable, self - motivated</li> <li>• Able to plan and prioritise</li> <li>• Able to keep calm under pressure</li> </ul>	



Additional Requirements	<ul style="list-style-type: none"><li>• Full manual driving licence</li><li>• Own hand tools (specialised tools/equipment provided)</li></ul>	<ul style="list-style-type: none"><li>• Ability to gain a PCV licence</li></ul>
-------------------------	---	---