

# MARCHANTS

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[www.marchants-coaches.com](http://www.marchants-coaches.com)

## PCV Driver Application Form

### Who are we looking for?

As one of our PCV Drivers, you'll be an ambassador for our company. When customers board our vehicles, you must have a friendly smile and offer a warm welcome.

You'll be expected to look after a variety of our customers and make sure everyone enjoys a safe and comfortable journey, whilst taking great pride in delivering a friendly and professional service.

But that is just the basics, you must be patient, calm under pressure, have great customer service skills and able to work confidently on your own.

You will need a flexible approach to working hours as we operate 24 hours a day, 7 days a week, 365 days a year.

Please think carefully about the completion of this application form as forms submitted incomplete, may not be considered further.

### Section 1: The position you're applying for

Position applying for:	Please Tick
PCV Driver - UK only	
PCV Driver - UK & European	
School Bus Driver (Split Shift/Term Time Only)	
Trainee PCV Driver	

How many hours are you looking to work?	Please Tick
Full Time (Guaranteed 40 hours per week)	
Part Time (Hours to suit)	
Casual	

Are you able to work?	Please Tick
Mondays - Fridays	
Saturdays & Sundays	
Bank Holidays	

## Section 2: Your personal details

First Name		Surname	
Address			
Town/City			
Postcode			
Telephone - Home			
Telephone - Mobile			
E-mail address			
National Insurance Number			

Have you lived at the address for more than 5 years?	
If no please provide your previous address	
Address	
Town/City	
Postcode	

Do you hold a current Disclosure and Barring Service (DBS) certificate/badge?
If yes, what date does it expire?

All applicants must be eligible to take up employment in the UK.

Do you require a work permit to work in the UK?	
If yes, please provide details	

You will be required to provide original documents prior to starting work with the company.

### Section 3: Your driving licence details

How long have you held a UK driving licence (Category B - car entitlement)?		
What type of licence do you hold?	Manual	Automatic
Do you hold a PCV (Category D - bus & coach entitlement)?	Yes	No
If yes, what type of licence do you hold?	Manual	Automatic
If yes, please provide your PCV expiry date		
Have you exchanged a foreign driving licence for a UK one?	Yes	No
If yes, what date did you exchange it?		
Do you hold a Driver Certificate of Professional Competence (CPC)?	Yes	No
If yes, what date does it expire?		
Do you hold a driver digital tachograph card?	Yes	No
If yes, what date does it expire?		
Do you have any endorsements on your driving licence?	Yes	No
If yes, how many?		
Please provide details		
Have you been disqualified for driving in the last five years?	Yes	No
If yes, please provide details		
Have you had any accidents (both fault or non-fault) in the last five years?	Yes	No
If yes, please provide details		

## Section 4: Your medical history

As part of our recruitment process you will be expected to undergo a medical. Please note there is no charge for the medical, however, a charge may apply if you do not attend the appointment or cancelled with less than 24 hours' notice.

Are you fit and healthy?

Do you suffer from any medical condition that may affect you holding a PCV Licence?

If yes, please provide details

## Section 5: Criminal convictions

Have you ever been convicted for a criminal offence? Convictions are only taken into account if they are related to the post applied for.

Under the Rehabilitation of Offenders Act 1974 you are not required to disclose details of any offence which are spent.

For advice on if any convictions you may have are spent or not please seek advice from your local Citizens Advice Bureau for confidential advice.

If you give a false statement and it is discovered after employment has commenced, this will render you liable to dismissal without notice.

Please give details of any convictions below, if you have no convictions please write NONE.

Date of conviction	Nature of offence	Sentence/Court Order/Penalty/Fine

## Section 6: Your employment history and work experience

Please provide details of your employment during the past 5 years and include **FULL** postal addresses including contact names & telephone numbers for all the employers that you list below.

Please include details of any periods of unemployment/studying. Start with your current employer first and work back.

Any gaps/unaccounted periods in your work history may result in your application being rejected. If you require further space please use and attach a separate sheet to your application.

Name & address of current or most recent employeer			
Company name			
Address			
Contact name			
Telephone number			
E-mail address			
Job description			
Start date		Finish date	
Reason for leaving			

Name & address of employeer			
Company name			
Address			
Contact name			
Telephone number			
E-mail address			
Job description			
Start date		Finish date	
Reason for leaving			

Name & address of employeer			
Company name			
Address			
Contact name			
Telephone number			
E-mail address			
Job description			
Start date		Finish date	
Reason for leaving			



# Section 7: Education details and qualifications

Please give details of your education including grades/levels including apprenticeships.

Name & Address of School/College/University	Start Date	Finish Date	Subjects Taken	Grades Achieved



## Section 8: Personal Statement

### Our Aims

- Ensure our clients receive the highest levels of customer service at all times.
- To provide our employees with secure and rewarding employment.
- To be a successful, profitable company with a long term future.

Please use the space below to explain how our aims, your skills and attributes match those on the job description. Include any further information to support your application for employment with our Company.

## Section 9: If successful, start date and holidays

Please give the date you would be available to start employment in the event of your application being successful:

Please provide details of any holiday dates that are confirmed:

Whilst we will try to ensure that we accommodate any dates already confirmed, they are also subjective to company authorisation.

## Section 10: Declaration

I confirm that the information in this application form is correct to the best of my knowledge. I hereby give my explicit consent to Marchants Coaches Ltd to process any personal data concerning me on this application form, including any sensitive personal data for the purposes of recruitment, employment and general business purposes, including placing and processing any such data on a computer system.

I understand that any false information or deliberate omissions will disqualify me from employment or that my employment may be terminated if the information provided is subsequently found to be incorrect.

The company retains the right to reject any application without assigning a reason.

All employment is subject to a period of six months probation.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please ensure that you have completed **ALL** sections of this application form otherwise your application may be delayed or rejected. Once you have completed your application form please return by either:

Post: Marchants Coaches Ltd  
Operations Department  
100 Prestbury Road  
Cheltenham  
GL52 2DJ

E-mail: [operations@marchants-coaches.com](mailto:operations@marchants-coaches.com)

**We aim to respond to every application, however, due to the amount received, there may be occasions when we are unable to do so. If you have not heard from us after 28 days, please assume your application has been unsuccessful on this occasion.**