

# MARCHANTS

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

## Trainee 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 & offer a warm welcome.

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

But that is just the basics, you must be patient, calm under pressure, have great customer service skills & 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.

#### You will also need to meet the following criteria:

- Hold a full car driving licence & have been driving for a minimum of 12 months
- You must be 18 years old or over
- Have no more than 6 penalty points on your driving licence & no previous bans
- Have a smart appearance & a good communicator
- Be willing to work as part of a team
- Possess good customer care skills
- Be willing to undertake an Enhanced Disclosure & Barring Service (DBS) check
- Be in good general health

#### What can we offer you?

- Full training worth around £4,000 to obtain your full category D licence entitlement & Certificate of Professional Competence (CPC)
- Mentoring & support during your training & afterwards
- £12.60 per hour during your training
- £14.50 per hour Mondays - Fridays, £16.00 Saturdays, Sundays & Bank Holidays when qualified
- Guaranteed minimum 40 hours per week with additional hours subject to EU Driving Hours & Working Time Directive
- 28 days holiday entitlement per year inclusive of Bank Holidays
- Pension scheme
- Company uniform
- **Free** ongoing Driver Certificate of Professional Competence (CPC) training
- **Free** Disclosure & Barring Service (DBS) checks
- **Free** Driver Medicals
- **Free** Digi-Card & renewals
- Discounted travel on our U.K. & European holidays & day excursions including theatre trips, for you & your spouse/partner.

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

## Section 1: 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 2: 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 or automatic?	
Have you exchanged a foreign driving licence for a UK one?	
If yes, what date did you exchange it?	
Do you hold a driver digital tachograph card?	
If yes, what date does it expire?	
Do you have any endorsements on your driving licence?	
If yes, how many?	
Please provide details	

## Section 3: 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 4: Criminal convictions

Have you ever been convicted for a criminal offence?

An offer of employment is subject to a satisfactory Enhanced Disclosure & Barring Service check. Failure to meet the requirements will result in any offer of employment being withdrawn.

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 & 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 5: Your employment history and work experience

Please provide details of your employment during the past 5 years including **FULL** postal addresses, 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 & work back.

Any gaps or unaccounted periods in your work history may result in your application being rejected. If you require further space please use & 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 6: 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 7: Personal Statement

### Our Aims

- Ensure our clients receive the highest levels of customer service at all times.
- To provide our employees with secure & 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 & attributes match those on the job description. Include any further information to support your application for employment with our Company.

## Section 8: 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 9: 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 & general business purposes, including placing & 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.**