

Employee Number					
Base: South Mimms					

Application for employment

Thank you for your interest in applying for a job with us. You may save this file and complete it sending it back to admin@sullivanbuses.com as an attachment or, if you prefer, print it off and fill in using block capitals and blue/black ink. If you should have any questions please contact us either via email or telephone.

If you apply for a driving position and are asked to attend an interview we will need to see your driving licence and a test drive will be incorporated into the interview. Should you be successful in your application we will retain the copy of your license for insurance purposes.

Position applied for: please tick one box

Driver
 Service Supervisor
 Customer Information Assistant
 Manager
 Other

If you have ticked 'Other' please specify _____

1. Your Details

	Mr/Miss/Mrs/Ms	First Name	Middle Name	Surname
Full Name				
Address				
Post Code		Date of Birth	/ / 19	
Home Phone		Emergency Contact	Name:	
			Tel :	
Mobile Phone		Relationship to you		

2. Driver's Licence

Number	
Points	
Type/Classes	

3. Previous employment

Reference 1

Most recent 0 – 2 years prior to application	Employer		
	Address		
	Contact name		Telephone number
	Position Held		
	Responsibilities Continue on a separate sheet if required		
Reason for leaving			

Previous references continued

	Employer		
	Address		
	Contact name		Telephone number
	Position Held		
	Responsibilities Continue on a separate sheet if required		
	Reason for leaving		

Reference 2

May Sullivans approach employment referees prior to appointment?

Reference 1 Yes / No (delete as applicable)

Reference 2 Yes / No (delete as applicable)

Have you been employed by Sullivan Buses previously?

Yes / No (delete as applicable)

If yes, please state when _____

4a. Pay Details (see note 1)

National Insurance Number			
Tax Code (if known)			
OFFICE USE ONLY			
PAY TYPE			
P45 RECEIVED	YES / NO	DATE RECEIVED	____/____/____

Staff over 65 (exempt from NIC) must notify payroll (Mala Singelee).

