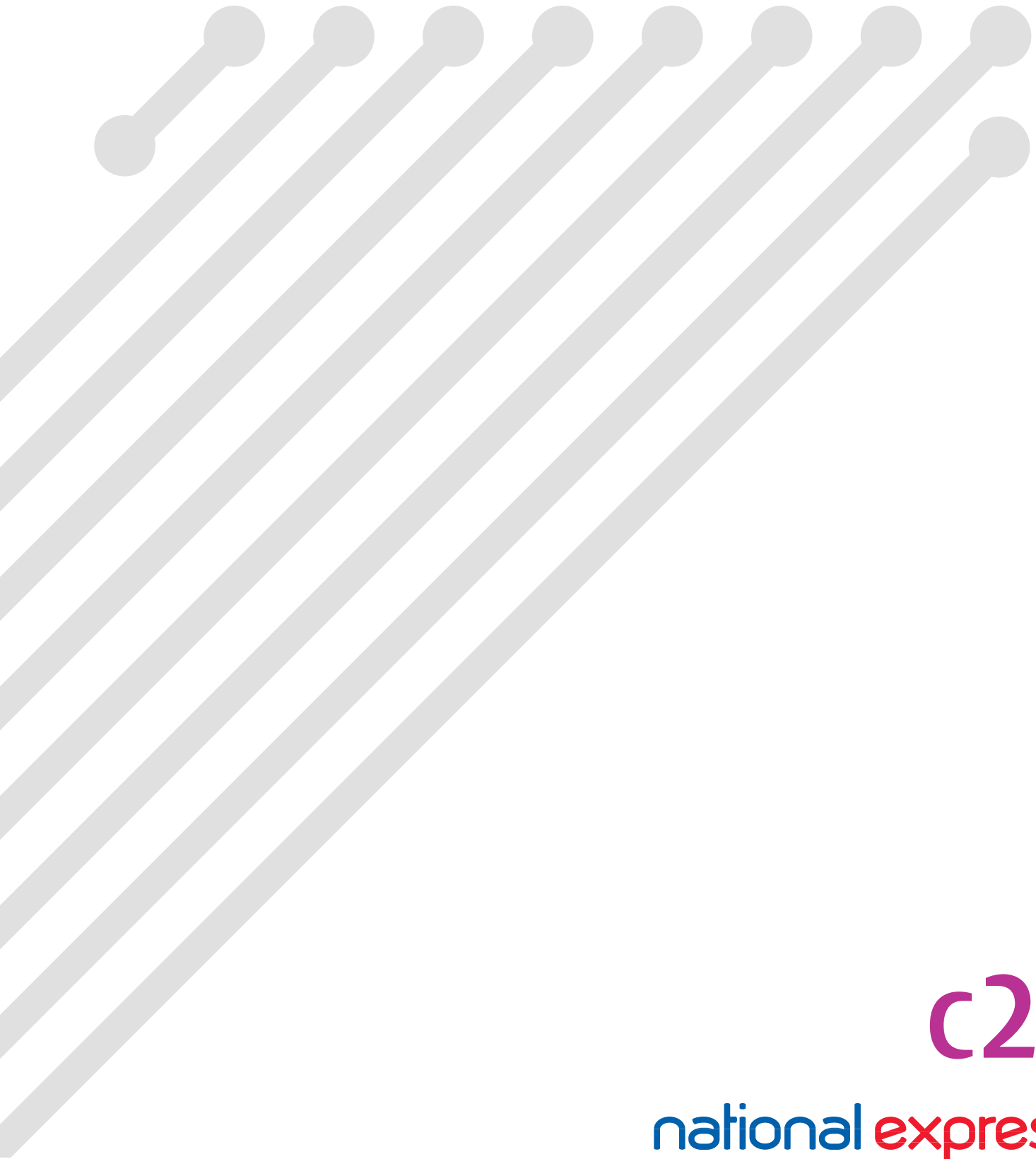


# application form



c2c

**national express**

Making travel simpler



# Equal Opportunities Policy

National Express is committed to providing equality of opportunity in employment, and in order to help us ensure our policy is being carried out it would help if you could complete the following details. Any information you provide will be used for no other purpose than as stated above and will be treated as confidential. You are not obliged to provide this information.

Title (Mr/Mrs/Miss/Ms/Other)

Full name

Reference number of vacancy

Position applied for

Date of birth  Age

Nationality  Gender

I would describe my ethnic origin as (please tick):

White	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Black	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
English	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Other	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>		
Welsh	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Bangladesh	<input type="checkbox"/>	Other	<input type="checkbox"/>		
Irish	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>				
Other	<input type="checkbox"/>								

### Data Protection Act (March 2000)

The information provided on this application form will remain private and confidential and will only be used for the purpose of selection/recruitment or for subsequent employment administration if the application is successful.



# Application for employment

(Please complete in your own handwriting)

## Personal details

Preferred name

Title (Mr/Mrs/Miss/Ms/Other)  Surname

Forenames

Address

Postcode

National Insurance number

Telephone number  Mobile

Email address

If the job requires it, would you relocate? Yes  No

How will you get to work?  
(Please state)

Most convenient rail station?

Earliest available starting time in the morning?

Any holiday booked over the coming year?  
(Proof required if successful)

Reference number of vacancy

Position applied for

Location

Earliest date you can start?

Hours of work Are you willing to work shifts, (including nights and weekends) if the job required it? Yes  No

Are you seeking full-time or part-time employment? Full-time  Part-time

If you are seeking a part-time position, what are your preferred hours of work?





## Previous employment

Please confirm details of employment starting with your last employer, working backwards, covering the last five years. Please include service with Armed Forces.

Employer's name(s) and location	Your job title	Main duties	From-to	Reason for leaving



## Health

Applications from disabled people are welcomed. Medical restrictions apply to certain types of work and the nature of some medical problems and some disabilities may need to be taken into account. Please ask if you are unsure how this affects your application.

Do you have a disability or condition which we should be aware of? Yes  No

If yes, will you require assistance at the interview or job?

Do you have defective colour vision? Yes  No  Unknown

Do you have impaired hearing? Yes  No  Unknown

Have you ever failed a Drug & Alcohol screening? Yes  No  Unknown

Have you had any illnesses in the past three years that have required you to take time off work? Yes  No  Unknown

Have you had laser eye treatment? Yes  No  Unknown

Do you intend to have laser eye treatment? Yes  No  Unknown

During the last 12 months, how many days have you been late for work?

During the last 12 months, how many days have you been off sick?

If you have answered yes to any of the above questions, please give details. These will be checked when references are taken up.

## References

All appointments are subject to the receipt of satisfactory references. If we make an offer, you will be asked to provide more details at the time.

No approach for references will be made to your current employer without your permission before a job offer has been made.





## Other information

Are you currently eligible for employment in the UK?

Yes  No

Please state what documentation you can provide in order to demonstrate this and the date they expire.  
(e.g. British passport/birth certificate/EC identity card/travel documentation showing an authorisation to reside and work in the UK, etc.)

Do you have a full current UK driving licence? If yes, specify type in box below - motor car/HGV etc.

Yes  No

Do you have any driving endorsements? If yes, please give details in box below.

Yes  No

Have you any unspent criminal convictions?

Yes  No

We only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. Where a Disclosure is to form part of the recruitment process, Disclosure will only be requested for those applicants for whom we are offering employment. Applications will not be rejected due to a criminal record unless the offence is relevant to the type of employment applied for.

Do you have any armed service/public duty commitments (e.g. are you a JP/councillor, etc.)?  
If yes, please give details in box below.

Yes  No

Have you previously worked within the rail industry at any time before?  
If yes, please give details in box below.

Yes  No

Are you related to any employee of National Express?  
If yes, please give details in box below.

Yes  No

**For details of current vacancies, please visit our website:**

[www.c2c-online.co.uk](http://www.c2c-online.co.uk)

**On completion, please return the form to:**

HR Resourcing Team, c2c, 1st Floor, Oliver's Yard, 55 City Road, London EC1Y 1HQ.

## Declaration

I declare that, to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to a satisfactory medical report (including drugs and alcohol screening), criminal records check and references.

Signed

Date

Print name

*Company address: London Eastern Railway Limited. Registered in England. No. 4955356.  
Registered office: 7 Trinton Square, London NW1 3HG.*