

ABOUT YOU

Communications

(In the space below please give an example of when you have had to communicate clearly and concisely, either orally or in writing)

Rule Following

(Please give an example of rules and regulations you have been required to follow, clearly indicating their purpose)

Safety Related Activities

(Please give an example of when you have performed a task where safety is an issue, detailing your actions and considerations when completing this activity)

Customer Service

(Please give a specific example of when you have had to deal with a particularly rude or difficult customer, detailing the outcome and the skills you employed to achieve this. Please also list any achievements for which you were rewarded for in the customer service area)

If you wish to include additional information please attach on a separate sheet.

Other information

Are you currently entitled to work in the UK?

Yes No

Please state what original documentation you can provide in order to demonstrate this - copies are not acceptable (e.g. British passport/birth certificate/EC identity card/travel document showing an authorisation to reside and work in the UK, etc.)

Have you any unspent, criminal convictions?

Yes No

Note: You are not required to disclose convictions which are spent as defined by rehabilitation of offenders legislation.

If yes, please give details.

Do you have any armed service/public duty commitments

(e.g. are you a JP/councillor etc.)?

Yes No

If yes, please give details.

How/where did you learn of this vacancy?

Are you related to any employee of c2c rail/Silverlink Trains?

Yes No

If yes, please give details

Have you made an application to the company before?

Yes No

Have you ever worked for another Rail company before?

Yes No

If yes, please give details

What are your hobbies/interests?

Please provide any other information that may assist your application, including why you believe yourself to be suitable for a job within our organisation.

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 if employment has commenced. I understand that my job offer is subject to a satisfactory medical report including drugs and alcohol, satisfactory references and satisfactory Criminal Record Check.

Signed:

Date:

Print Name:

FOR OFFICE USE ONLY

Application Form

Which company are you applying for *(tick)*



silverlink county

c2c



silverlink metro

Full name

Position applied for

1st choice _____ 2nd choice _____

Shifts, full-time/part-time

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 days/hours of work?

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

In accordance with the relevant provisions of the Data Protection Act 1998, the information you provide 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. If you are unsuccessful, the signing of this form indicates your acceptance that we will retain this data for a period of six months.

On completion please return the form to:

**Human Resources Department, 10th Floor, 207 Old Street,
London EC1V 9NR.**

**PLEASE ATTACH
YOUR PHOTO HERE**

*(Please put name on
reverse of picture)*

Application for Employment

(please complete in your own handwriting)

Personal Details

Title (Mr/Mrs/Miss/Ms): Surname/family name:

Forenames:

Address:

Postcode:

Is this your permanent address? Yes No

Are you under 64¹/₂ years old? Yes No

National Insurance No:

Home Tel. no: Mobile:

If the job requires it: (Tick as appropriate)

1 Will you travel to work in a different area to where you currently live? Yes No

2 Will you work additional hours? Yes No

Do you have your own transport to travel to work?

Do you have alternative transport available?

Please state your most convenient Rail Station?

Earliest available starting time in the morning?

Any holiday booked over the coming year?

(Proof required if successful)

Health

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

Height cm Weight kgs

Do you have defective colour vision? Yes No Do you have impaired hearing? Yes No

Have you ever failed a Drug & Alcohol Screening? Yes No Have you had any illnesses in the past three years that has required you to take time off work? Yes No

Have you had laser eye treatment? Yes No Do you intend to have laser eye treatment in the future? Yes No

If you have answered yes to any of the above questions, please give details below

Education/Membership of Professional Bodies/Work-Related Skills

(List details of GCSEs GNVQs A-Levels and Degrees, etc.) Proof may be required

SUBJECT	TYPE OF QUALIFICATION	GRADE	DATE TAKEN

References

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees. These should preferably be:

- Your supervisor or his/her superior in your current (last) job **and**
- A similar individual from a previous employment.

If without two previous jobs (or unable to do this) please provide - as appropriate - the names of one school and one personal referee. A personal referee must have known you for at least two years and must be of a professional status.

(INDIVIDUALS MUST NOT BE RELATED TO YOU.)

① Name: Position:
Address:
Contact tel:

② Name: Position:
Address:
Contact tel:

Please indicate how these individuals know you.

(e.g. state whether they are your current supervisor, manager, etc.)

① ②

An approach for references may be made to your current employer before a job offer has been made. You should indicate whether you are willing for this to take place by ticking the Yes or No box below.

Yes No

Equal Opportunities Policy

Silverlink County/c2c rail/Silverlink Metro 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.

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

A. White

British English Scottish Welsh Irish

Any other White background Please write in

B. Mixed

White and Black Caribbean White and Black African White and Asian

Any other Mixed background Please write in

C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian Pakistani Bangladeshi

Any other Asian background Please write in

D. Black, Black British, Black English, Black Scottish or Black Welsh

Caribbean African

Any other Black background Please write in

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

Chinese

Any other Asian background Please write in

F. D.O.B

Acknowledgement

If you wish to receive acknowledgement of this application, please complete your details below:

Applicant:

Mr / Mrs / Miss / Ms Forenames Surname.....

Home Address:

.....

..... Postcode.....

This slip is to acknowledge that your application has been received by the Recruitment Department.