

Supertram job application form

Stagecoach Supertram serves the city of Sheffield and we pride ourselves on clean, quiet and reliable travel.

We have three tram routes, which give passengers easy access to many of the most popular places in and around the city.

People are vital to our continued success as part of the highly successful Stagecoach Group - a key player within the British transport industry.

We are committed to offering equal opportunities to all and always choose our employees based purely on merit.

Please email or post your completed form to us. You'll find the addresses at the end of this document.

Please use black or blue ink if you fill in this form by hand.

Application				
Position wanted:				
I'm available from this date:				
What type of work are you looking for?	Full Time	Part Time	Shift Work	Night Work
How did you hear about this role?				

Personal details	
Name:	
Address:	
Postcode:	
Email address:	
NI number:	

Personal details	
Telephone numbers	
Home:	
Mobile:	

Driving license		
Do you hold a current driving license?	Yes	No
License type		
Provisional (car)		
Full (car)		
LGV		
PCV		
Motorcycle		
Current endorsements or prosecutions		
Do you have any motoring endorsements or prosecutions pending?	Yes	No
If yes please give details:		

Education		
Name of institution (school/university)	Subject/qualification	Result

Education		

Employment history	
Please include your last 5 years' employment history and use another sheet if necessary.	
Present or last employer	
Employer	
Address	
Your job title	
Duties and responsibilities	
Start date	
End date	
Reasons for leaving	
Finishing salary	
Previous employer	
Employer	
Address	

Employment history	
Your job title	
Duties and responsibilities	
Start date	
End date	
Reasons for leaving	
Finishing Salary	
Previous employer	
Employer	
Address	
Your job title	
Duties and responsibilities	
Start date	
End date	
Reasons for leaving	
Finishing salary	
Previous employer	
Employer	
Address	
Your job title	

Employment history		
Duties and responsibilities		
Start date		
End date		
Reasons for leaving		
Finishing salary		
Application history		
Have you ever worked for Supertram or Stagecoach?	Yes	No
If yes, in what capacity?		
Have you previously applied to work at Supertram or Stagecoach?	Yes	No
Were you offered a position?	Yes	No
Did you accept the offer?	Yes	No

Work permits

All applicants must prove they have the right to work in the UK. If you are invited for a test or an interview, please bring the necessary documents with you, details of which can be found in Appendix 1 of this document.

References	
Supertram must obtain two references before you can begin employment with us. As part of our employment procedure we will be writing to your last two employers. We will only contact your referees if an offer of employment has been made and accepted.	
Reference one	
Name of referee:	
Position/title:	
Company name	
Phone number:	
Email address:	
Reference two	
Name of referee:	
Position/title:	
Company name	
Phone number:	
Email address:	

Convictions		
Do you have any court or court martial conviction, outstanding summons or prosecution (except those spent under the Rehabilitation of Offenders Act 1974)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A conviction will not automatically exclude you from appointment. All information is treated in the strictest of confidence and used only for recruitment purposes.		
Conviction details		
<i>Please include all convictions and use another sheet if necessary.</i>		
Nature of offence:		
Sentence or court order with costs:		
Date:		

Declaration

Providing misleading or false information (or omitting important information) to support your application will disqualify you from appointment, or if appointed, render you liable to dismissal without notice.

By signing and returning this application form, you consent to Supertram using and keeping information about you provided by you or third parties, such as referees relating to your application or future employment. Such information may include details relating to your ethnic origin and criminal record.

In signing this declaration you are also agreeing to a medical/drug screening examination relevant to the role if you are successful in your application.

I hereby declare that I have read and understood the above statements and that the details given are, to the best of my knowledge, true and correct. I agree that the information given on this form may be held on computer.

Signature of applicant:

Date:

Data protection and your application

The information you have provided in this application form will not be used for any other purpose than the selection of candidates for employment with Stagecoach Supertram.

It will not be shared with or passed to a third party without your prior knowledge and written consent. If your application is unsuccessful your personal details will be kept securely for a maximum period of one year. After this period the application will be destroyed.

Application submission

Please make sure you've completed this form in full, signed and dated the declaration section. All the information you provide is treated in the strictest of confidence.

Please email your application to:

supertram.jobs@supertram.com

Or post it to:

Recruitment
Stagecoach Supertram
Nunnery Depot
Woodbourn Road
Sheffield S9 3LS

If you need any further information, please call 0114 272 8282.

Good luck with your application.

Appendix 1: Documents which provide evidence of the Right to Work in the UK

The following is a list of documents which provide evidence of the right to work in the UK. Please read the list carefully and, if you are selected for interview, bring the appropriate original documents with you to your interview.

If you can provide ONE of the documents included in the list below no further documents are required

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. This could be a P45, P60, National Insurance card or a letter from a Government agency.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

If you cannot provide a document from the list above, any of the documents below will be accepted to show that you are allowed to work in the UK for a limited period of time.

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

If you cannot provide a document from the lists above, any of the documents below will be accepted to show that you are allowed to work in the UK for up to a six month period

- A Certificate of Application which is less than 6 months old issued by the Home Office to or for a family member of a national of a EEA country or Switzerland stating that the holder is allowed to take employment together with a positive verification letter from the Home Office's Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Official documents issued by a previous employer or Government Agency include:

- A P45, P60, National Insurance card, or a letter from a Government agency. A Government agency can include for example HM Revenue and Customs (formerly the Inland Revenue), the Department for Work and Pensions, Jobcentre Plus, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency.

A National Insurance number on its own in any format does not provide acceptable evidence of right to work in the UK.

Appendix 2: Equality and Diversity

Supertram is committed to promoting equality and valuing diversity. All applicants are considered on merit only and no application will be treated less favourably on any grounds other than ability to perform the role.

We monitor all applications that we receive, in order to measure progress against diversity and equality objectives. The information you provide will be used for statistical purposes to enable us to gain a clear picture of the impact of our policy.

The information you provide will be used for equal opportunities monitoring and will not be forwarded with your application form. This information will not be taken into consideration for short listing or interview purposes.

Equal opportunities information	
Please select that best matches your ethnic background.	
Asian/Asian British - Bangladesh	
Asian/Asian British - Indian	
Asian/Asian British - Pakistani	
Black/Black British – African	
Black/Black British - Caribbean	
Black/Black British – Other	
Mixed - White & Asian	
Mixed - White & Black African	
Mixed - White & Black Caribbean	
Mixed – Other	
White - British	
White - Irish	
White - Other	
Chinese	
Other	

Disability

We welcome applications from people with disabilities. If you have any special needs that we need to make provisions for in our recruitment and selection procedure (e.g. wheelchair access for interview), or facilities that you may need if employed, please let us know by adding another page with your requirements to your application.