

# Application for employment

## Full time – Professional Bus Driver



This form **must be completed in full** and submitted online. Applications which are not completed in full will not be processed. If it is found that an untruthful statement was made, it will exclude the applicant from employment, or if already employed, will render the employee liable to dismissal without notice. **Canvassing in any form will render an applicant liable to disqualification.**

### Personal information

Surname		First/personal name(s)	
Home address			
Home Phone No.		Mobile Phone No.	
E-mail address			

### Driver Licence and CPC details

What category of full driving licence do you hold? (please select)	A	B	C	D
What date was your “B” licence issued?				
Have you completed the Driver Theory Test for D Licence?	Yes	No		
Do you hold a learner “D” permit?	Yes	No		
Have you passed the CPC Bus Case Study Test? (valid for two years from date of issue)	Yes	No		
If yes, what date did you pass your CPC Bus Case Study Test?				
If you hold a full category “D” Driving Licence, have you a valid up to date CPC driver qualification card?	Yes	No		

**If called to interview, you will be required to produce evidence of documentation held.**

Have you been involved in any road traffic incidents within the last 2 years (whether personally or whilst working)?	Yes	No
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If yes, how many have you been involved in and what was the background to these?  
(please provide details below)

Date of Accident	Details

Please provide full details of any endorsements or fixed penalties. You must declare any pending convictions/court appearances/driver awareness courses/penalty points.

Date of Conviction	Offense (inc code)	Date of Offense	Fine	Disqualification Period	Points

Has your Bus or Car Driving Licence ever been refused or revoked? **Yes** **No**

If yes, state the date, by whom and the reason:

### Employment Information

Are you eligible to take up full time permanent employment in the Republic of Ireland? If No your application will not be processed any further. **Yes** **No**

Do you currently hold a work permit to work in Ireland? If "yes" please provide type of work permit you hold and details below: **Yes** **No**

Have you ever worked for Dublin Bus? If 'yes' please provide details: **Yes** **No**

Start and finish date	Position held	Location	Reason for leaving

Have you ever worked for Bus Éireann, Iarnród Éireann (CIE Group)? If 'yes' please provide details: **Yes** **No**

Start and finish date	Position held	Location	Reason for leaving

Have you previously applied for the position of a Professional Bus Driver with Dublin Bus in the last five years? If 'yes' please give date of application.

What stages of the recruitment process did you complete? (please select below)

Aptitude Test	Driving Assesment	Interview	Medical
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Please include details of present or most recent employment and all employment over the past 10 years.

**Current or most recent employment**

Name and address of employer	Position held	Start date	Finish date	Reason for leaving

Name and title of supervisor/manager:

Telephone contact details:

**Previous employment**

Name and address of employer	Position held	Start date	Finish date	Reason for leaving

Name and title of supervisor/manager:

Telephone contact details:

**Previous employment**

Name and address of employer	Position held	Start date	Finish date	Reason for leaving

Name and title of supervisor/manager:

Telephone contact details:

**Previous employment**

Name and address of employer	Position held	Start date	Finish date	Reason for leaving

Name and title of supervisor/manager:

Telephone contact details:

**Education and Training please give details**

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**References**

We will request references from previous employers. However, if you have been self-employed please give details of your accountant(s) in the space(s) provided below.

Name of referee or accountant	
Title/position	
Company name	
Address	
Telephone number	

**References contd.**

We will request references from previous employers. However, if you have been self-employed please give details of your accountant(s) in the space(s) provided below.

Name of referee or accountant	
Title/position	
Company name	
Address	
Telephone number	

### Other work

If offered a position will you continue to work in any other company/organisation including voluntary work?

Yes

No

If yes please provide details below (Dublin Bus needs to ensure that any other work does not conflict with the interest of Dublin Bus or any Company in the CIE Group and the Working Time Act)

### Security declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence other than motoring.

Yes

No

If yes, please provide details of any unspent convictions (spent convictions within the meaning of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 do not need to be disclosed). Please note applicants are required to complete a self declaration on criminal offence form before they are employed with Dublin Bus. Should this be unsatisfactory, it may result in the offer of employment being withdrawn or where you have already commenced employment with Dublin Bus termination of your employment.

### General Data Protection Regulation

I hereby give my explicit consent to Dublin Bus to use the information provided in this application form for recruitment and selection purposes and statistical and audit purposes only. Dublin Bus will ensure that the personal information submitted as part of the application will be stored or disposed of securely. Access to confidential information contained in this document will be restricted to those involved in the recruitment and selection process and will not be subject to international transfer.

By signing below you give your consent for the company to hold and process this information:

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Applicants will be required to hand sign this application at a later stage in the recruitment process.

Applications will be kept for eighteen months. To exercise your rights under data protection law please email [dataprotection@dublinbus.ie](mailto:dataprotection@dublinbus.ie)

### Additional information

I declare that the information I have given is true and accurate, and that I have not omitted any facts which may have a bearing upon my application. I understand that a false declaration which results in my appointment to Dublin Bus will render me liable to disciplinary action, including dismissal without notice.

I am legally entitled to take paid employment in the Republic of Ireland.

I consent to Dublin Bus seeking references from my previous employer.

Please tick

Date:

Applicants will be required to hand sign this application at a later stage in the recruitment process.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_