

Date as postmark

Dear Applicant

RE: Minibus Driver

Thank you for your enquiry with regard to the above position. Please find enclosed an application form and general details. I would be grateful if you could return the completed application form and return, to me at the address below.

Due to the nature of the work involved this post is exempt from the Rehabilitation of Offenders Act (1974) and you are required to declare convictions of any criminal offences at any time. Enclosed is our policy statement on the recruitment of ex-offenders.

Applicants invited for interview at a mutually convenient date.

In order to keep our costs to a minimum we will only be contacting those applicants who we have selected for interview. Therefore, if you have not heard from me within **four weeks** of your application, I am afraid your application will not have been successful on this occasion.

May I take this opportunity to thank you for the interest you have shown in this position.

Yours sincerely



Jackie Hartless
Service Manager

Community First New Forest

Job Description

Job Title: Minibus Driver

Rate of Pay: £7.97 per hour

Hours of Work: Variable hours with flexibility to cover holiday and sickness leave. This post requires a criminal records check.

Responsible to: Transport Co ordinator

Main Duties:

- Driving minibus on agreed schedule, collecting fares and completing necessary paperwork.
- The driver is responsible for all relevant safety and maintenance checks before and after taking the vehicle out onto the road, including checking fuel, oil, coolant etc.
- Ensuring minibus is cleaned and in roadworthy condition after use.

Other Duties:

- Assisting in any other tasks to support the work of the organisation.

Person Specification

Essential

- ◆ 21 years or over
- ◆ Must have held full licence for at least 3 years
- ◆ No convictions for serious driving offences
- ◆ D1 (minibus) entitlement on driving licence. Employment is dependant on obtaining MiDAS certificate.
- ◆ Good interpersonal skills
- ◆ Reasonable literacy and numeracy skills
- ◆ Able to work as part of a team
- ◆ Commitment to equal opportunities
- ◆ Patient, courteous and a good sense of humour

Desirable

- ◆ Experience of driving large vehicles
- ◆ Clean driving licence
- ◆ MiDAS certificate

Community First New Forest

Recruitment Monitoring Form

This form is confidential and will not be seen by those responsible for short-listing and interviewing applicants. The information will not be used for selection but will be used for statistical monitoring purposes and to ensure no discrimination takes place.

Vacancy applied for: _____

Date of birth: _____

Male Female (please tick relevant box)

ETHNIC ORIGIN

I would describe my ethnic origin as: -

(Please tick one box only, see notes overleaf)

WHITE	British	Irish	Other White	
MIXED	White & Black Caribbean	White & Black African	White & Asian	Other Mixed
ASIAN OR ASIAN BRITISH	Indian	Pakistani	Bangladeshi	Other Asian
BLACK OR BLACK BRITISH	Caribbean	African	Other Black	
CHINESE OR OTHER ETHNIC GROUP	Chinese	Other ethnic group		

Other ethnic group (please supply details):

DISABILITY

Do you consider yourself to have a disability?

YES

NO

Please give details of any disability you have and whether you require any reasonable adjustments to be made should you be offered an interview.

Please indicate below where you first heard of this vacancy.

Community First New Forest

Policy statement on the recruitment of ex-offenders

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Community First, New Forest complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Community First New Forest is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. This written policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Community First New Forest and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows Community First New Forest to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in Community First, New Forest who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
10. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
11. **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.