



## **Application for Employment** **Non Traincrew**

Thank you for requesting an Application for Employment for with DRS.

Before starting to complete your application for employment:

- Please ensure you are completing the correct application form against the current vacancy you are applying for. This can be found at [www.directrailservices.com/careers](http://www.directrailservices.com/careers) under the relevant vacancy listed.
- You should be aware we do not accept speculative applications, applications will only be accepted when submitted in accordance with the Job Specification at the time of advertising.
- Please also note if you complete the incorrect application form, your application may not be progressed if time restraints do not allow, we will always endeavour to advise applicants if they have completed the incorrect application to allow the correct application to be submitted.

Please complete all sections of the application for employment in **black ink**

In order to ensure clear understanding it would be appreciated if you could complete the application forms in BLOCK capitals, where indicated and with clear legible writing in the other sections.

Please ensure that you complete ALL sections of the application form, if you do not feel they are applicable state this in the relevant section

Remember your application for employment is our first opportunity to get to know about you, so please detail all information you feel is necessary in support of your application.

**Important Note: You must ensure that you put the correct postage on any large envelopes posted to us with an application form in. If you do not these will not reach us and in most cases will not be collected from the post office – you can get more information from [www.postoffice.co.uk](http://www.postoffice.co.uk)**



# Non Traincrew

Ref:  
Office use only

## Application for Employment

ALL INFORMATION PROVIDED WILL BE HELD IN THE STRICTEST CONFIDENCE.

Position Applying For:		Location:	
Are you prepared to relocate if required?	<input type="radio"/> Yes	<input type="radio"/> No	
Where did you hear about this vacancy?			

### 1. Personal Details

First Name(s):		Surname:	
Title:		Previous Known Names:	
Address, including postal code:			
Date of Birth:		National Insurance No:	
Home Tel:		Mobile Tel:	
Contact Email Address:			

### 2. General Information

Do you have any relatives or friends employed at DRS?	<input type="radio"/> Yes	<input type="radio"/> No
If yes, please provide name(s) and relationship(s):		
If you have previously made an application to DRS please give details below		
Date of Application	Title of Post	Outcome
If offered this position, will you continue to work in any other capacity, in a paid or voluntary role?		
Please provide details of what this would be:		
Will you require any adjustments to be made for assessment/interview?	<input type="radio"/> Yes	<input type="radio"/> No
If yes, please provide details and reasons:		

### 3. Career History *(Please detail at least the last 10 years, in date order, starting with most recent first )*

<b>Current Employer Name:</b>					
<b>Job Title:</b>		<b>Type of Business:</b>			
<b>Contact Name in the Company:</b>					
<b>Email:</b>		<b>Company Telephone:</b>			
<b>Company Address, including Post Code:</b>					
<b>Start Date:</b>		<b>Leaving Date:</b>		<b>Salary:</b>	
<b>Duties/Responsibilities:</b>					
<b>Reason for leaving:</b>					
<b>Are you happy for us to contact this person for a reference?</b>				<input type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>
<b>Current Notice Period:</b>					
<b>Previous Employer Name:</b>					
<b>Job Title:</b>		<b>Type of Business:</b>			
<b>Contact Name in the Company:</b>					
<b>Email:</b>		<b>Company Telephone:</b>			
<b>Company Address, including Post Code:</b>					
<b>Start Date:</b>		<b>Leaving Date:</b>		<b>Salary:</b>	
<b>Duties/Responsibilities:</b>					
<b>Reason for leaving:</b>					
<b>Are you happy for us to contact this person for a reference?</b>				<input type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>
<b>Previous Employer Name:</b>					
<b>Job Title:</b>		<b>Type of Business:</b>			
<b>Contact Name in the Company:</b>					
<b>Email:</b>		<b>Company Telephone:</b>			
<b>Company Address, including Post Code:</b>					
<b>Start Date:</b>		<b>Leaving Date:</b>		<b>Salary:</b>	
<b>Duties/Responsibilities:</b>					
<b>Reason for leaving:</b>					
<b>Are you happy for us to contact this person for a reference?</b>				<input type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>

#### 4. Education *(Please indicate any study in progress)*

Secondary School(s)	Qualification(s) obtained with grade(s)
Further Education Establishment	Qualification(s) obtained with grade(s)

#### 5. Additional Information

How do you intend to travel to your place of work?		
Do you have a Full UK current driving licence? <i>You must be able to provide evidence of this at assessment/interview</i>		
<input type="radio"/> Full Clean (no endorsements)	<input type="radio"/> Full with endorsements	<input type="radio"/> No driving licence
Are you prepared to work shifts/nights/weekends?	<input type="radio"/> Yes	<input type="radio"/> No
Please expand on your response:		

#### 6. Personal Qualities *(Where required detail how you feel you meet the criteria and provide examples)*

Your reasons for applying for this position:	
Use 3 words to describe yourself and explain why:	
How would you describe your attendance:	

**Explain how you work as part of a team:**

**Explain how you show a safety conscious approach at work:**

**Please tell us what transferable skills from your current/most recent role that you can bring to DRS:**

**Describe the skills, qualities and attributes you feel you have that would be of benefit to the position you are applying for and also to DRS:**

## 7. Qualifications

Please detail below any qualifications that you believe are relevant for the position applied for:

Qualification Name	Date Attained	Grade/Result

How do you actively use any of the qualifications indicated within your current or most recent role?


Please detail any training and/or development you have undertaken that you believe is relevant to the position you are applying for:


## 8. Further information in support of your application


## 9. Medical Information

Should you be successful with your application and your role is of a 'Safety Critical' nature, you will be required to meet the national laid down standards for physical, visual and aural health.

(For further information see the Railway Group Standards Web Site)

Are you prepared to attend a pre-employment medical for a physical, eyesight and aural examination?  Yes  No

If no please provide details:

Are you willing to be tested for alcohol and drug abuse at a pre-employment medical examination?  Yes  No

If no please provide details:

Do you have any medical ailments which may affect your ability to meet the required group safety standard?  Yes  No

If yes please provide details:

## 10. Security

Successful applicants will be required to undergo security clearance, including nationality, reference and identity checks. To enable us to process your application promptly please accurately complete the following information.

Do you require a work permit to work in the United Kingdom?  Yes  No

Have you any gaps in your employment?  Yes  No

If yes, please state the dates and reasons for the breaks below.

<i>Date From</i>	<i>Date To</i>	<i>Reason</i>

Have you resided or worked outside of the UK (including Northern Ireland), for a period (s) of 3 months or more, in the last 3 years?  Yes  No

If yes, please detail countries and dates below.

<i>Date From</i>	<i>Date To</i>	<i>Country Resided In</i>	<i>Reason for Leaving</i>

What is your Nationality?

Any Former Nationality?

Any Dual Nationality?

## 11. Declaration

I certify that to the best of my knowledge the information given on this form is accurate and I understand that any false statement may be sufficient cause for rejection, or if already employed dismissal.

Signed:

Date:

This application should be returned to:

Email: [recruitment@drsl.co.uk](mailto:recruitment@drsl.co.uk)

Human Resources  
Direct Rail Services Ltd  
Regents Court  
Baron Way  
Carlisle  
CA6 4SJ

[www.directrailservices.com](http://www.directrailservices.com)

Data Protection Act 1998 –  
Information on this form will be used  
by DRS for Recruitment and Selection  
purposes only. If unsuccessful this  
information may be retained on file  
for a maximum of 12 months





# EQUALITY & DIVERSITY MONITORING FORM

Ref:  
Office use only

Direct Rail Services is committed to promoting equality in all our practices and procedures. We want to meet the aims and commitments as set out in the equality agreement, and to ensure we are being fair and diverse in our staffing choices. To enable us to monitor the effectiveness of our previous recruitment and highlight our staff diversity, we are requesting all current staff members complete this monitoring form.

This information will be used solely for monitoring purposes and will be treated as strictly confidential and in accordance with the Data Protection Act 1998.

Please return this form in the enclosed envelope, marked 'strictly confidential'.

- I **DO NOT** want to complete this Equal Opportunities form
- I **DO** want to complete this Equal Opportunities form

**Nationality** Please state your nationality \_\_\_\_\_

Please tick as appropriate:

**Gender**

- Male
- Female
- Transsexual
  - Undergone, or undergoing male to female
  - Undergone, or undergoing female to male
- Prefer not to say

**Ethnic Origin**

White

- British
- Irish
- Any other white background

Black or Black British

- Caribbean
- African
- Any other black background

Please specify \_\_\_\_\_

Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Other mixed background

Other ethnic groups

- Chinese
- Other ethnic groups,  
Please specify \_\_\_\_\_
- Prefer not to say

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other Asian background

Please specify .....

**Religion**

- Christian
- Islam
- Muslim
- Hinduism
- None
- Prefer not to say
- Jewish
- Buddhism
- Jehovah's Witness
- Sikhism
- Other, please specify \_\_\_\_\_

## **Disability**

The Disability Discrimination Act 1995 defines a disabled person as someone with 'a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities'.

- I do not have a disability
- Physical disability
- Mental disability
- Prefer not to say

## **Pregnancy and Maternity**

Are you currently pregnant?

- Yes
- No

Are you currently or soon to be on maternity leave?

- Yes
- No

## **Marital Status**

- Married
- Civil Partnership
- Co-Habiting
- Separated
- Divorced
- Single
- Prefer not to say

## **Age**

- 16-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60+

## **Sexual Orientation**

- Heterosexual
- Homosexual
- Bisexual
- Prefer not to say

## **What is your current working pattern?**

- Full Time
- Part Time
- Prefer not to say

## **What are your current caring responsibilities?**

- Primary carer of child(ren) under the age of 18
- Primary carer of disabled persons/children
- Secondary Carer
- Other, please specify: \_\_\_\_\_
- Primary carer of child(ren) over the age of 18
- Primary carer of elderly person
- None
- Prefer not to say