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**Safer Recruitment Pack**

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| Application Form for Travel Companies |

**Application Form**

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| **Company Name:** |

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| **Section 1 – Personal details of company owner** | | | |
| **Title:**  **Mr**  **Mr** | **Forename(s):** | | **Surname:** |
| **Date of birth:** | | | **Former name(s):** |
| **Gender:** | | | **Preferred name:** |
| **Address:** | | | **National Insurance number:** |
| **Are you currently eligible for employment in the UK?**  **Yes**  **Please provide details:** |
| **Email address:** | |  | |
| **Travel company website:** | |  | |
| **Home telephone number:** | |  | |
| **Work telephone number:** | |  | |
| **Mobile number:** | |  | |
| **Fax number:** | |  | |
| **Are you related to or do you maintain a close relationship with an existing employee, volunteer, or Director of Bright World? If so, please provide details.** | | | |

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| **Section 2 – Safeguarding** | |
| **The mission statement for Bright World Guardianships is we are committed to the safeguarding and promotion of children’s welfare and expect all staff to share this commitment. Taxi drivers have a key role in promoting and safeguarding the welfare of our students. We ask for enhanced DBS checks and references on taxi company owner(s) in addition to enhanced DBS checks for all taxi drivers.**  **In support of our mission statement and the safety of our students we have a Drivers Charter which outlines Bright World’s expectations and requirements of companies who we work with.** | |
| **Are you willing to sign-up to our Drivers Charter, ensure designated drivers are aware of its content and agree to abide by the terms within the Charter?** | |
| **Date of receipt of signed charter** |  |
| **Do you have a safeguarding or child protection policy? If so, please provide details.** | |
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| **Please describe any safeguarding or child protection information that you provide to your drivers?** | |
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| **Section 3 – Safeguarding accreditation for travel company owner(s|** | | |
| **Name:** | **Enhanced DBS certificate number** |  |
| **Enhanced DBS renewal date** |  |
| **DBS Update Service number**  **(if available)** |  |
| **Taxi Licence number** |  |
| **Licencing Council** |  |
| **Taxi Licence renewal date** |  |
| **Name:** | **Enhanced DBS certificate number** |  |
| **Enhanced DBS renewal date** |  |
| **DBS Update Service number**  **(if available)** |  |
| **Taxi Licence number** |  |
| **Licencing Council** |  |
| **Taxi Licence renewal date** |  |
| **Other schools, colleges or universities worked with** |  | |

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| **Section 4 – Driver Recruitment Process** |
| **Please describe your recruitment process for new taxi drivers** |
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| **During your recruitment process for taxi drivers, how do you check potential drivers enhanced DBS status, taxi licence, medical fitness, eligibility to work in the UK if required?** |
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| **If you have a combination of employed and self employed drivers, how is the recruitment process different or are they the same?** |
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| **Section 5 – Fleet** | |
| **How many cars do you have?** |  |
| **What models and makes of cars do you use?** |  |
| **Who owns the cars – travel company owners or driver owners?** |  |
| **How many employed drivers do you have?** |  |
| **How many drivers do you have who you would out-source our work to i.e. self employed workers?** |  |
| **What dress code is given to your drivers?** |  |

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| **Section 6 – Travel administration** | |
| **What geographical areas do you cover?** |  |
| **Will you be able to provide quotes for each journey and quotes for airport prices?** |  |
| **How will you ensure that there are members of staff available to complete a taxi check of our journeys on Tuesdays and Fridays?** |  |
| **How will your drivers track flights?** |  |
| **How will you prepare your drivers to complete the unaccompanied minor drop-offs at the airport and the escort to terminal service?** |  |
| **Will you be able to confirm a driver within 48 hours of a taxi request for a journey using on portal system?** |  |
| **Will you be able to provide the necessary details for our driver profiles which include a professional driver photo, name, mobile number?** |  |

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| **Section 7 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable to become a travel company partner with Bright World Guardianships. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake our duties with us. Continue on a separate sheet if necessary. |
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| **Section 8 – Criminal records** |
| An offer of employment is conditional upon the Bright World receiving an Enhanced Disclosure from the DBS which the company considers to be satisfactory. If you are successful in your application, you will be required to complete a Disclosure and Barring Application Form in order for your Enhanced DBS check to be processes. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the company on request) and in accordance with Bright World Guardianships policy.  Please review the questions below. If the answer is 'YES' to any of them, do not write it here, but please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.  Have you been convicted by the courts of any criminal offence? (Please include all convictions, cautions and bind-overs including those regarded as ‘spent’)  Is there any relevant court action pending against you?  Have you ever received a caution, reprimand or final warning from the police? |

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| **Section 9 – Recruitment** |
| It is the Bright World’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the company are subject to a probationary period.  Bright World is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The company has Safeguarding Policy and Child Protection policy a version of which is available on the website. Please take the time to read the content of these policies.  If your application is successful, Bright World will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |

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| **Section 10 – Declaration** |
| * **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.** * **I give consent to Bright World to process an enhanced DBS check on me upon offer of employment** * **I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.** * **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** * **I consent to Bright World processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**     Signature ………………………………………………………………. Date ……………………….. |