

Application for Employment





Who are Merseyrail

Merseyrail is an urban network of vital importance to the transport infrastructure of Liverpool and Merseyside. In view of the ongoing regeneration of the city and the anticipated developments related to the Cultural Capital of Europe award for 2008, rail will play a major role in the economic life of the region and be a vital part in the urban transport network which, thanks to the efforts of Merseytravel, is already "multi-modal" with combined tickets valid on trains, buses and ferries.

- 75 route miles, outer termini at Southport, Ormskirk, Kirkby, Hunts Cross on the Northern Line, and New Brighton, West Kirby, Chester and Ellesmere Port on the Wirral Line
- Core city centre underground network, including 6,5 miles in tunnels and 5 underground stations
- Underground section includes the original Mersey railway tunnel opened in 1886
- Approximately 100.000 passenger journeys per weekday or 30 million passenger journeys per annum
- Nearly 50% of passengers are daily users
- 67 stations of which 66 are managed by Merseyrail
- One of the most intensively used networks in the UK with almost 600 train services daily (Monday to Friday)
- Clockface, regular interval timetable (15 minute frequencies, increasing to 5 minute on city centre sections)
- Approximately 1100 staff
- A fleet of 59 fully refurbished electric multiple units

Merseyrail is a unique concession in the UK as the role of the SRA has been delegated by Parliament to the Merseyside Public Transport Executive **Merseytravel** and the concession agreement is between the operator and Merseytravel. This gives much better local control by local people of local services. Another unique feature is the length of the concession which is 25 years from 20 July 2003 with review dates along the way.

The concession is operated by Merseyrail Electrics (2002) Ltd, a 50/50 Joint Venture company between Serco and NedRailways. The new operator (branded Merseyrail) operates the Wirral Line and the Northern Line.

Who are Serco?

Serco Integrated Transport is one of the largest divisions of the Serco Group PLC, a UK based international provider of management services to government and industry employing over 34.000 staff in 36 countries. Serco has won the overall UK Rail Operator of the Year award 2 years running in 2001 and 2002 for its Docklands Light Railway, a system that is comparable in size to Merseyrail as it carries some 100.000 passenger journeys each weekday. Serco also provides rail support services for rail property maintenance and rolling stock testing services. For more information visit www.serco.com

Who are NedRailways?

NedRailways (NS) forms the backbone of the Dutch public transport system operating high frequency train services in a high density network covering the entire country. NS has developed into a fully integrated service provider with 23.000 employees carrying 1.1 million passengers daily. Punctuality, reliability and customer satisfaction rank with the best in Europe.

NS is at the centre of a number of co-operative partnerships in the Netherlands and aims to deliver imaginative and integrated transport solutions based on the "Whole Journey Experience" whereby the train journey itself is only a relatively small part of the total journey from door to door. For more information on NedRailways, visit their website at: www.ns.nl



Vacancy Reference No.

APPLICATION FORM – STRICTLY CONFIDENTIAL
Please use block capitals and tick where appropriate

Merseyrail is committed to ensuring that all individuals are treated fairly and are valued irrespective of disability, race, gender, health, social class, sexual orientation, marital status, nationality, religion, employment status, age, HIV status or membership or non-membership of a trade union or any other factors that have no bearing on a persons' ability. We recruit on merit and suitability. Applications are welcome from all people with the relevant skills and potential to do the job. This form should be written in black ink. Please answer all the questions.

First Name		Contact telephone no.	
Last Name		Mobile telephone no.	
Preferred Name		Email address	
		NI number	

Address	Correspondence address (if different)
Postcode	Postcode

Most convenient railway station for your home:	
---	--

What job are you applying for?

- Guard
- Station Assistant
- Station Retailer
- Ticket Inspector
- On Board Cleaner
- Carriage Cleaner
- Other (please specify) _____

Would you need a work permit to work for us?

- Yes
- No
- Do not know (if you are not sure whether you require a work permit, please contact your local Job Centre Plus office (Department for Work & Pensions) www.dwp.gov.uk/local_office/)

Are you willing to work shifts (including nights and weekends) if the job requires it?

Yes No

Hours preferred (where more than one choice is available)

Full Time Part Time



Health

Have you had any medical problems which often cause you to be absent from work?

Yes No

If yes, please give details:

Do you have defective colour vision:

Yes No Don't know

How many instances of absence have you had over the past 12 months?	
How many days sickness have you had over the last 12 months?	

Disability

The Disability Discrimination Act of 1995 defines a disabled person as anyone with a physical or mental impairment which has a substantial and long term effect upon his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability:

Merseyrail are committed to diversity and applications from disabled people are positively welcomed. However, the nature of certain types of disability may need to be taken into account for some types of work.

Do you need any special arrangements to enable you to attend an interview?

Yes No

If yes, please specify _____

References:

It is our Company policy to always obtain references from previous employers prior to any offer of employment.

Please supply the details of two referees.

One must be your current employer or your most recent (if you are presently unemployed).

References should not be sought from relatives or family members.

We reserve the right to contact any of your previous employers for a reference unless you advise otherwise.

It is the responsibility of the applicant to ensure references are provided.

Referee 1

Name:		Position:	
Relationship to applicant eg. Manager/Colleague/Social Worker etc.			
Organisation:			
Address:			
Postcode:			
Telephone:			

May we contact this referee without further authority from you? Yes/No*

Referee 2

Name:		Position:	
Relationship to applicant eg. Manager/Colleague/Social Worker etc.			
Organisation:			
Address:			
Postcode:			
Telephone:			

May we contact this referee without further authority from you? Yes/No*

Failure to obtain satisfactory references will disqualify you from consideration for employment. Any false information discovered after employment has commenced will render you liable for summary dismissal.

* delete as necessary

Career / Work Experience

We recognise that not all applicants will have previous work experience or qualifications. This part of the application form gives you a chance to describe occasions when you have been able to demonstrate the skills we are looking for.

Any events and experiences you describe or mention may be discussed in more depth at an interview.

* Use an additional sheet if necessary.

Education and Other Qualifications

Please give details of any examinations taken/training courses attended and qualifications awarded where applicable, and any membership of appropriate professional bodies.

Subject/Course	Qualification/Level	Grade

**What other relevant skills or experience do you have which you feel might be helpful to us?
(e.g. driving licences, languages, first aid etc.)**

--

Tell Us About You

What appeals to you about working with us?

Tell us about an experience or achievement that you are proud of.

**When working in a busy environment it is sometimes difficult to treat each customer as an individual.
Tell me how you would manage to do this.**

What attributes do you believe make a good team player?

The Data Protection Act

The Data Protection Act 1998 regulates the use of information about an individual and requires that any person, firm or company (called the 'data controller') who is to use information about an individual does so in accordance with the data protection principles.

The Act also introduces safeguards in relation to 'sensitive personal data', which includes information on:

- Ethnic or racial origin
- Political opinions
- Religious beliefs or other beliefs of a similar nature
- Membership of a trade union
- Physical or mental health
- Criminal offences, criminal proceedings and convictions

The Act requires that before a data controller can process personal data – and, in particular, sensitive personal data – the individual who is the subject of the data must give his or her express consent to the use of the information.

You, therefore have the right to refuse to give your consent to the processing of such information, if you so indicate below.

Consent Form (for personal data)

The Data Protection Act 1998 regulates the use of information about an individual and requires that any person, firm or company who is to use information about an individual first obtains the consent of the individual.

Merseyrail will use the information you give in this form to assess your eligibility for employment and if subsequently employed, for purposes solely connected with your employment, provided you have first given your consent. Please sign below as appropriate

I * consent/do not consent to the processing of personal data.

Signed Date

Consent Form (for sensitive personal data)

To: Merseyrail, I have read an explanation of the Data Protection Act 1998 provided to me with this consent form by the company.

I expressly * consent/do not consent to Merseyrail processing personal data during my employment and in particular, sensitive personal data, in accordance with the provisions of the Data Protection Act 1998.

Signed Date

* Delete as appropriate

Have you been convicted of a criminal offence which is not legally spent?

Yes

No

Please give details of any court or court-martial conviction, outstanding summons or prosecution (except spent convictions under the Rehabilitation of Offenders Act 1974).

Any false statement will disqualify you from employment, or, if discovered after employment has commenced, will render you liable for summary dismissal.

Date	Nature of offence	Sentence or Court Order with costs

DECLARATION

The information given by me on this application form is correct in every detail.

I understand that any false information given will disqualify me from employment, or if discovered after employment has commenced will render me liable for summary dismissal.

I understand that any offer made to me is subject to the receipt of satisfactory references, passing a relevant medical assessment and proof of permission to work in the United Kingdom.

Signed

Date

Thank you for completing this form. Please return it to:

**The Recruitment Officer
Merseyrail
9th floor, Rail House
Lord Nelson Street
Liverpool
L1 1JF**



Equal Opportunities

Merseyrail is committed to ensuring that all individuals are treated fairly and are valued irrespective of disability, race, gender, health, social class, sexual orientation, marital status, nationality, religion, employment status, age, HIV status or membership or non-membership of a trade union or any other factors that have no bearing on a persons' ability.

This form will be separated from your application before short listing. It will only be used for monitoring purposes. In order to help Merseyrail ensure that its Equal Opportunities Policy is being implemented, we hope you are able to provide the following information.

- | | |
|---|--|
| <input type="checkbox"/> White British/European | <input type="checkbox"/> Mixed – White + Asian |
| <input type="checkbox"/> Black British | <input type="checkbox"/> Mixed – White + Black Caribbean |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Mixed – White + Black African |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Bangladeshi |

Any other background (please specify):

Please indicate your gender

- Male
 Female

Date of Birth:

How did you hear about the job?

- | | | |
|---|---|---|
| <input type="checkbox"/> Press advert | <input type="checkbox"/> Job Fairs/Careers convention | <input type="checkbox"/> Job Centre |
| <input type="checkbox"/> College/School | <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Personal application |
| <input type="checkbox"/> From Merseyrail staff
(give name) _____ | | |

Thank you for completing this questionnaire