

Dear Candidate,

Please Note – full background checks, the right to work in the UK and a DBS Disclosure at enhanced level will be required prior to any offer of employment. In addition all posts are exempt from the Rehabilitation of Offenders Act 1974.

Attached is an application form for both full time Patient Transfer work and part time work SEN - School Driver/Escort. Please mark your preference on the application form where requested. All positions are based at Gibson House, Brailwood Road, Bilsthorpe, Notts, NG22 8UA and all ambulance shifts leave from one of our two nearby sites.

The two current job roles available are:

1... Special Educational Need Pupils (SEN) – Job type/hours – contracted part time hours or casual bank work hours - Please note that there are no set weekly hours for casual bank work. It is a Casual Contract, which is working as and when required to cover for new journeys, short or long term absence.

You will be responsible for the child/children's behaviour, safety and general wellbeing during their journeys to and from school or college. As a driver you will be responsible for driving a category B vehicle (see back of driving licence) and carrying out safety checks. In addition you must assist the escort with the pupils where appropriate. Both parties must ensure pupils are suitably strapped into vehicles and you will need to become familiar with the operation of specialist equipment, for example car seats, vehicle passenger lifts, ramps and wheelchair restraints.

2... Patient Transport Service (PTS) – All vacancies will be advertised on our website, when and as a position becomes available. This role is full time and provides pre-planned non-emergency transport for patients who have a medical condition that would prevent them from travelling to a treatment centres by any other means, or who require the skills of an ambulance care assistant during the journey. The Patient Transport Service conveys a wide range of patients to and from their homes to out-patients' appointments, clinics, physiotherapy or non-urgent inter-hospital transfers. This list is not exhaustive. Crews are trained as ambulance care assistants with specialist knowledge of comprehensive first aid, driving skills and patient moving and handling techniques. Sound knowledge of mobile phones, e-mails and basic PC literacy is required.

Personal Confidential Data – Recruitment

In line with the Data Protection Act and EU GDPR (2018) all data collected and processed as part of the recruitment procedure is handled, stored and transmitted securely, whether in electronic or paper form. Personal confidential data is only shared for lawful and appropriate purposes. Unsuccessful candidate data will be deleted at the end of the campaign, unless you specifically request for your application to remain on our file for a further six months in respect of future vacancies. More information can be found on our website – Candidate Privacy Policy.

About Us

BN Gibson Ltd is a small friendly family company and prides itself by recruiting purely on merit and providing equal opportunity for all employees, regardless of such factors as race, gender or age. We actively encourage retired or semi-retired individuals to join our team due to their life experience and many find working with our pupils very rewarding. Full training and uniform are provided. Employee motivation and pride, together with good quality teaching are key components to our success and continued high regard from our customers.

The application form is also available to complete on-line via our website. Should you require any assistance completing either form, please do not hesitate to contact us. Thank you for your interest in working with the B N Gibson Ltd team and we look forward to receiving your completed application.

The BN Gibson Team

B N Gibson Ambulance Service is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

ALWAYS READY. ALWAYS DEPENDABLE.

B.N.GIBSON Ltd

Gibson House, Brailwood Road, Bilsthorpe,
Newark, Nottinghamshire NG22 8UA

24hr: 01623 870312

Fax: 01623 871740

Email: info@bngibson.co.uk

Web: www.bngibson.co.uk

Company registered in England & Wales No: 1356783

VAT Registration No: 309 2953 49

Directors: A.C.Corbett, Dip 5 H&SC / A.Corbett / J.Wood, Secretary



Application Form

About You			
Position Applying For:	<input type="checkbox"/>	Patient Transport Person (Zero hour contract)	
	<input type="checkbox"/>	Part Time Schools Driver/Escort - 15 to 25 hours approx. per week	
Title	<input type="checkbox"/>	Forenames	Surname
Address			
		Post Code	
Date Of Birth			Email
Home Phone			Mobile
Right To Work In The UK	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other <input type="checkbox"/> Permits/Certificates/ID Cards
Full UK Driving Licence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Points or Disqualifications? Yes <input type="checkbox"/> No <input type="checkbox"/>
Details			
Illnesses Or Disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Details
Criminal Convictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Details
<small>The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.</small>			

Three Years Work History - Please continue on a separate sheet if necessary

Last Employer		Position	
Address			
Main Duties			
Email		Salary	
Start Date		End Date	
Reason For Leaving			
Employer #2		Position	
Address			
Main Duties			
Email		Salary	
Start Date		End Date	
Reason For Leaving			

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Education - Please Tick Appropriate Boxes

School Education	Senior School	<input type="checkbox"/>	College	<input type="checkbox"/>	Other	<input type="checkbox"/>
Maths Qualification	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	English Qualification	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other relevant Qualifications <input type="text"/>						
<input type="text"/>						
NVQ in Relevant Subject <small>i.e Childcare, Social Care, Elderly, Transport</small>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Subject	<input type="text"/>
First Aid Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Manual Handling Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Do You Hold An Enhanced DBS Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Newark & Sherwood Private Ambulance Badge	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Licence Number	<input type="text"/>

B.N.GIBSON Ltd

Reasons for wanting to work at B.N.GIBSONS

How did you hear about us?

Hobbies & Interests

Character Reference - Someone You Have Known for More Than 2 Years. Not a Family Member.

Name of Referee

Address

Email Address

Telephone Number

How Long Have You Known Them? In What Capacity?

Data Protection

employment. B N Gibson Ltd will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have obtained the services of a third party representative to act on your/our behalf. Your application form will be kept on file for six months and then destroyed unless you give us an alternative instruction. Information about how we process and store your data can be found on our website footer: [Privacy Policy](#) or you can request a paper copy. I have read the Data Protection notification above and understand and agree to the use of my personal data in accordance with the General Data Protection Act May 2018. I understand that any false or mis-leading information given in this Application Form may result in any offer or subsequent employment being terminated. I sign to confirm I have read and agree to all the above and all the information I have given is true to the best of my knowledge.

Signed _____ Date _____

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