

Employment Application Form

PRIVATE AND CONFIDENTIAL

Please post or email this form to **HR Department – hr@autobasegb.com** or **Autobase, Walsall Road, Darlaston, WS10 9SS.**

- Please print clearly in black ink
- Answer all questions honestly and truthfully, completing all sections accurately
- Read the declaration and date protection sections
- Sign and date the form

Please contact us if you need the application form in an alternative format or if you need any adjustments for interview. Short listing will be based on the information gathered from this form, read in conjunction with the job description. Given the number of responses, we are unfortunately unable to reply to all applicants. Accordingly, if you do not receive a response to your application within 10 working days of the closing date, please assume that your application has been unsuccessful.

■ POSITION APPLIED FOR	
Salary expected	£ _____ per annum / hour (please circle)
Where did you hear of this position?	
Date available for employment	
Notice period required by current employer	
Have you worked for this company before? If so please give details.	
Details of any other employment or business interests	
Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for us? If so please provide details.	

■ PERSONAL DETAILS			
Title		First name	
Middle Name(s)		Surname	
Address		Telephone number(s)	Day:
Postcode		National Insurance No.	Evening:
Email address			Mobile:

■ ELIGIBILITY	
To comply with the Immigration, Asylum and Nationality Act 2006, if you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant travel document or, if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a payslip. Any offer of employment will be withdrawn or revoked unless such evidence has been produced.	
Are you eligible for employment in the UK, in accordance with the above Act?	
Do you have proof of eligibility to work in the UK?	
Do you require a Work Permit to work in the UK?	
If so, please give Work Permit number	

■ ■ ADDITIONAL PERSONAL DETAILS

Do you have a relevant current valid full UK driving licence?

Provide details of any endorsements / pending endorsements / fines or convictions

Do you have your own transport?

If yes, are you willing to use it upon company business?

Have you ever been convicted of an offence which is not regarded as "spent" under the Rehabilitation of Offenders Act 1974?

If applicable, do you consent to the Company undertaking a DBS check to obtain a certificate of any criminal records you may have?

■ ■ REFERENCES

Please provide the full names and addresses of two referees (not relatives or friends), which should preferably be previous employers, whom we may contact with regard to your application. All offers of employment are strictly subject to satisfactory references being received.


Reference 1		Name	
Address		Telephone	
		Occupation	
Capacity and period known to you			
Reference 2		Name	
Address		Telephone	
		Occupation	
Capacity and period known to you			
Have you any objection to these references being obtained prior to interview?			


■ ■ EMPLOYMENT HISTORY

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so.

Name & address of present / most recent employer			
Start date		End date (if applicable)	
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/responsibilities			
Reason for leaving			
Name & address of previous employer			
Start date		End date	
Type of business		Job title	
Starting salary	£	Leaving salary	£

Temporary/permanent position		Full/part time position	
Describe your key duties/responsibilities			
Reason for leaving			
Name & address of previous employer			
Start date		End date	
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/responsibilities			
Reason for leaving			
Please state reasons for any gaps in employment:			

 PROFESSIONAL QUALIFICATIONS / TRAINING / BODIES / INSTITUTES		
Establishment/Organisation/Course	Date(s)	Level(s) Gained

 EDUCATION / QUALIFICATIONS		
Please note, original certificates will be requested. Please continue on a separate sheet if necessary.		
Establishment/Organisation/School	Subject(s)	Qualification(s) / Grade(s) Obtained

SKILLS AND EXPERIENCE

Please outline clearly the skills, knowledge and experience you have gained and how it would enable you to undertake this post effectively and/or activities outside of work that you feel are relevant to the post (e.g. voluntary, freelance, project work, etc.). Please continue on a separate sheet if necessary.

INTERESTS AND OTHER RELEVANT INFORMATION

Give details of any leisure interests/hobbies you have and/or any further information which you think may assist us in considering your application. Please continue on a separate sheet if necessary.

DECLARATION

I declare to the best of my knowledge and belief, the details I have given either in writing on this form or verbally are correct and that any misrepresentation, false, misleading or inaccurate information given by me will be sufficient grounds for revoking any offer of employment, or dismissal without notice if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and I agree that such checks may be made by the Company.

I give permission for my referees as stated above to be contacted and understand that any offer will be subject to receipt of satisfactory references by the Company, evidence of qualifications and of identity and work status.

DATA PROTECTION ACT 1998

I understand that the Company needs to collect and use certain types of information about employees in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and, if appointed, will be used as part of my personnel records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

This information will be used solely in the recruitment process and will only be retained for as long as is deemed necessary. Such information may include details relating to equal opportunities, these will be used solely for internal monitoring and will not be disclosed to any third party.

Signed _____ Dated _____

We are an equal opportunities employer.

You may include a C.V. with this application.