

ST LEONARDS MOTORS LTD

JOB APPLICATION FORM

Position applied for:..... Branch:.....

Title(Mr/Mrs/Miss/Ms)..... Surname.....

Other name(s):..... Home tel:.....

Work tel:.....(Only used with your permission)

Address (Block):.....

..... Mobile:.....

..... E.mail.....

Postcode:..... Date available to start.....

Date of Birth:..... Place of Birth:.....

National Insurance No:

Marital Status:..... Number of children:.....

Ages of children: (If under 18 years).....

How did you find out about this position?.....

Our recruitment Process

Stage 1 Completing this form will probably be your first opportunity to provide us with your current details and experience. Your application will be screened, and successful applicants will be forwarded to Stage 2

This is your opportunity to tell us as much as possible about yourself. Please read the form Thoroughly, and then complete it in full.

Stage 2 Consists normally of an interview. Successful candidates may be invited to further interviews.

St Leonards Motors are committed to being an equal opportunity employer, and to providing support to ensure that disabled people can compete equally with other applicants. If you have a disability or any special need that means you are unable to complete this form or any other part of the selection process, please contact us.

Please return this form to:

Please contact this branch if you require
An application form in large print or in
Audio format.

EDUCATION AND PROFESSIONAL TRAINING, FULL & PART TIME, SECONDARY ONWARDS

Please give relevant details of all schools and colleges attended since the age of 11, along with relevant courses & seminars

DATE	SECONDARY SCHOOL(S)	SUBJECTS	GRADES
DATE	OTHER RELEVANT EDUCATION OR COURSES CARRIED OUT	SUBJECT(S)	GRADES

EMPLOYMENT HISTORY

Please list your employment history in date order, starting with your present/last employment

START AND FINISHING DATES MONTH AND YEAR	NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	JOB TITLE	REPORT TO WHOM FOR WHAT	SALARY START AND FINISH	REASON FOR LEAVING

IF YOU CURRENTLY IN WORK, PLEASE STATE YOU CURRENT EARNINGS TO INCLUDE BONUSES, COMMISSION OR BENEFITS:

PLEASE GIVE DETAILS OF MAIN DUTIES AND RESPONSIBILITIES IN YOUR CURRENT OR LAST EMPLOYMENT:

WHAT, IF APPLICABLE, HAS BEEN THE PART OF YOUR WORKING LIFE THAT YOU ENJOYED THE MOST? GIVE REASONS.

SIMILARLY, WHAT PARTS, IF APPLICABLE, HAVE YOU ENJOYED THE LEAST? AGAIN, GIVE REASONS.

DESCRIBE BRIEFLY WHAT APPEALS TO YOU ABOUT THE VACANCY YOU HAVE APPLIED FOR AND WHAT EXPERIENCE, IF ANY, MAY BE USEFUL:

IF SUCCESSFUL, WHEN CAN YOU START?

ADDITIONAL INFORMATION

If currently employed what notice must you give?

Do you have any holidays booked? YES/NO If 'YES', please give dates.....

Have you ever worked for St Leonards Motors before? YES/NO If 'YES' please give details

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Do you hold a current driving licence? YES/NO

Do you have any endorsements? YES/NO If 'YES', please provide details to include expiry dates:

Do you have any hobbies or interests away from work – give details:

Are you legally entitled to work in the United Kingdom? YES/NO

Asylum and Immigration Act 1996:

In line with the above act we have to ask you for proof of your right to work in the UK. If you are invited to an interview, please bring with you the original of one of the following, which we will photocopy:

- **Evidence of NI no eg, P45, P60 or an old pay slip**
- **Passport, Work Permit, Certificate of Registration**
- **Nationalisation as a British Citizen**

Have you been convicted of any criminal offence which is not yet spent under rehabilitation?

(Offenders Act 1974) YES/NO

If yes, please give details:

MEDICAL HISTORY

Should you be offered a job within St Leonards motors, you will be required to fill out a medical questionnaire, and we reserve the right to request a medical examination.

Number of days off through illness in the last twelve months:

Are you currently under medical supervision? Yes/No

Any further information you care to advance in support of your application:

I confirm that all the information I have given on this document is accurate to the best of my knowledge and belief and I authorise you to act on my behalf in a most discretionary and confidential manner. I understand that no contact exists between me and the Company until a written offer of employment is made by the Company and accepted by me.

Signature.....Date.....