

**Application for Employment**

Basingstoke Autocentre Ltd / Basingstoke MoT & Tyre Centre Ltd

Please carefully read this form and answer all the applicable questions honestly and truthfully. Afterwards read the declaration and Consent under the Data Protection Act at the end of the form and sign and date it.

Return the completed form to: Sharon Digweed, Basingstoke Autocentre Ltd, 35/41 Essex Road, Basingstoke, Hants RG21 7TB

Post applied for: .....

Expected Salary:.....

**Applicant's details**

Full name: .....

Home address: .....

Home telephone No:..... Mobile No:.....

National Insurance Number: .....

Sex: Male female

Do you smoke: Yes/No

Do you have a driving licence: Yes/No Private car/Commercial

If Commercial, give class of vehicle: .....

Is your driving licence "clean": Yes/No

If "No", please give details: .....

Do you have criminal convictions that have occurred during the past 5 years?  
Yes/No

If "Yes" give details: .....

.....  
.....

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Have you at any time been convicted of a crime that has resulted in a prison sentence? Yes/No

If "Yes" give details: .....  
.....  
.....  
.....

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?: Yes/No

**NOTE:** *Before any contract of employment can be offered to anyone subject to immigration control we are required to check and copy certain documents under Section 8 of the Asylum and Immigration Act 1996 as amended.*

Are you in generally good health?: Yes/No

If "No" give details: .....  
.....  
.....  
.....

Are you receiving medical treatment?: Yes/No

If "Yes" give details: .....  
.....  
.....  
.....

Have you in the past 10 years had a period of illness resulting in a long term (more than 4 weeks) absence from work?: Yes/No

If "Yes" give details: .....  
.....  
.....

Are you registered disabled or do you otherwise suffer from any disability?: Yes/No

If "Yes" give details: .....  
.....

.....  
.....

Please let us know if you require any reasonable adjustments, due to disability, to enable you to attend an interview, or which you wish us to take into account when considering your application. Reasonable adjustments are things like sign language interpreters, altering the time of the interview, or making the interview room accessible for you. If you would like to discuss your disability requirements further, please contact us in confidence. Yes/No

If "Yes" give details: .....  
.....  
.....  
.....

Are you willing to undergo a medical examination: Yes/No

**Note:** *We are an Equal Opportunities Employer and operate a policy to comply with all our obligations under the Disability Discrimination Act 1995.*

Are you bankrupt or have you ever been declared bankrupt: Yes/No

If "Yes" give details: .....  
.....  
.....  
.....

Ethnic origin (Voluntary information)

We are an equal opportunities employer. We aim to recruit staff on their suitability for the position advertised, without consideration of age, sex, marital status, disability or ethnic origin. To help us monitor this policy it will help us if you fill in this section. (Please tick the appropriate category):

White

Black African

Black Caribbean

Black other (specify)

Chinese

Other Asian (specify)

Other (specify)

Availability for work

If currently employed, how much notice will you have to give you current employer?:

.....  
.....

Is there any other reason why you would not be able to start work immediately if you were offered the job you have applied for?: Yes/No

If "Yes" give details: .....

.....  
.....  
.....

Do you have any existing holiday commitments?: Yes/No

If "Yes" give details: .....

.....  
.....

Are you willing to travel during the course of your employment?: Yes/No

If "No" give details: .....

.....  
.....

**Education, Skills and Qualifications**

Please give details of any skills and qualifications and/or experience relevant to the job for which you have applied:

.....  
.....  
.....  
.....  
.....

Education: Please list schools, colleges, universities attended (from age 14), listing the name of establishment, the dates attended, and qualifications attained there:

.....  
.....  
.....  
.....  
.....  
.....

**Employment History**

Are you currently employed: Yes/No

If "No" please state why not: .....  
.....  
.....  
.....

Have you ever been dismissed by an employer?: Yes/No

If "Yes" give details, including the reasons given for your dismissal:  
.....  
.....  
.....  
.....

Your current or last employers:

Name of company: .....  
Address: .....  
.....  
.....  
.....

2<sup>nd</sup> Employer details(if applicable)

Name of company: .....  
Address: .....  
.....  
.....

Telephone number: .....

Job title: .....

Describe your main duties and responsibilities: .....  
.....  
.....  
.....

Gross Salary per hour/week/month/year: .....

Hours worked per week:.....

Reason for leaving or wanting to leave: .....  
.....

Previous employer (1):

Name of company: .....  
Address: .....  
.....  
.....

Telephone number: .....

Job title: .....

Describe your main duties and responsibilities: .....  
.....  
.....

Gross Salary per hour/week/month/year: .....  
.....  
Hours worked per week:.....  
Reason for leaving or wanting to leave: .....  
.....  
.....

Previous employer (2):  
Name of company: .....

Address: .....  
.....  
.....

Telephone number: .....  
Job title: .....  
Describe your main duties and responsibilities: .....  
.....  
.....  
.....

Gross Salary per hour/week/month/year: .....  
.....  
Hours worked per week:.....  
Reason for leaving or wanting to leave: .....  
.....  
.....

Other information relevant to your employment history:  
.....  
.....  
.....  
.....

Do you have any part time or evening jobs which you intend to continue:  
Yes No

If "Yes" give details: .....  
.....  
.....

**References**

Please give details of two people we can contact who are willing to give you a reference and who are not related to you:

(1) Name: .....  
Address: .....  
.....  
.....

Telephone number: .....  
Occupation: .....

(2) Name: .....  
Address: .....  
.....  
.....

Telephone number: .....  
Occupation: .....

**The job you have applied for**

Please state what attracted you to the job you have applied for and why you think you are a suitable person to do it:

.....  
.....  
.....  
.....  
.....

**Declaration**

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.

Please use separate sheet of paper if required for any additional information which is relevant to this application.

Signed by Applicant:  
Date:

Consent under the Data Protection Act 1998 - the information given to Basingstoke Autocentre Ltd in this form will be processed only by Basingstoke Autocentre Ltd for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of Basingstoke Autocentre Ltd and for up to 6 years after the end of your employment. Otherwise this form will only be retained by Basingstoke Autocentre Ltd for so long as it is required in connection with your application. By signing this consent you give us your express consent to retain and process all the information contained in this form and to transfer it to countries outside the European Economic area if required.

Signed by Applicant:  
Date: