



EMPLOYMENT APPLICATION FORM

Position applied for:	
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A. PERSONAL INFORMATION			
Title:		Surname:	
Forenames:		Known as:	
Previous Name if Applicable:			
Date of Birth:			
National Insurance Number:			
Address:			
Post Code:			
Home Telephone Number:			
Work Telephone Number:			
Mobile Telephone Number:			
Email Address:			

B. DECLARATION				
Are you related to, or do you have a close personal relationship with, an employee of Sutton Park Motor Company Limited?		Yes		No
If yes please specify Name:				
Position:				
Relationship:				

C. EMPLOYMENT HISTORY

Please list in order (the most recent first), the organisation(s) you have worked for, whether full or part time, including voluntary or unpaid work. Please include any periods of unemployment.

(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)

1. Current (or most recent) Employer's Name and Address including Post Code:

Dates of Employment:	From:		To:		
Job Title:					
Reason for Leaving:		Salary:			
Brief outline of Duties:					
May we have permission to contact this employer?				Yes	No

2. Previous Employer's Name and Address including Post Code:

Dates of Employment:	From:		To:		
Job Title:					
Reason for Leaving:		Salary:			



Brief outline of Duties:				
May we have permission to contact this employer?		Yes		No

3. Previous Employer's Name and Address including Post Code:				
Dates of Employment:	From:		To:	
Job Title:				
Reason for Leaving:		Salary:		
Brief outline of Duties:				
May we have permission to contact this employer?		Yes		No

What is your current earnings/benefit package?	
What is the range of expected annual earnings you would be willing to accept?	



D. EDUCATION & QUALIFICATIONS

Please give details of your Education – schools attended and any qualification(s) obtained.

(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)

School(s)	Date(s)	Subject(s)	Grade(s)

E. FURTHER & HIGHER EDUCATION/TRAINING & DEVELOPMENT

Please give details of any further or higher education – colleges/universities attended and any qualifications obtained. Please also give details of further training taken – i.e. Management courses, IT courses, First Aid certificates etc.

(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)

College/University/Training Provider	Date(s)	Subject(s)	Qualification(s)/Grade(s)

F. DRIVING LICENSE INFORMATION

Please tick this box if you have a full, current, and valid driving license

	Yes		No	
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If yes, please indicate type and class:

Please tick this box if you have endorsements on your license

	Yes		No	
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If yes, please provide details:

Have you ever been banned from driving?

	Yes		No	
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G. REFERENCES

Please provide the following information on your referees, one of whom should be your current/most recent employer (or school if you are a school leaver). Referees should not be relatives or members of your family. Please ensure your referee is aware that they may be asked to provide a reference if you are short-listed for interview.

1. Employment Reference. Current or last employer:

Title:		Surname:	
Initials:		Job Title:	
Full Address of referee including Post Code:			
Email Address:			
Telephone Number:			
If short-listed, may we approach for a reference before interview?		Yes	No

2. Second Reference.

Title:		Surname:	
Initials:		Job Title:	
Full Address of referee including Post Code:			
Email Address:			
Telephone Number:			
If short-listed, may we approach for a reference before interview?		Yes	No

H. ASYLUM & IMMIGRATION ACT 1996

Under Section 8 of the above Act, it is a criminal offence to employ anyone who does not have permission to work in the UK. All applicants invited to interview will be required to provide documentary evidence of their right to work in the UK.

Are you subject to any legal restrictions in respect of your employment in the UK?		Yes		No	
Do you require a work permit?		Yes		No	

I. REHABILITATION OF OFFENDERS ACT 1974

Have you been cautioned, court martialled or have criminal convictions that are not considered 'spent' under the Rehabilitation of Offenders Act 1974?		Yes		No	
Is there court action pending against you?		Yes		No	

If you have ticked yes in either/both box(es) then you must complete the table below.

(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)

Having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the position and the circumstances and background of your offences. Any information given will be treated confidentially and only considered in relation to the post for which you are applying. 'Spent' convictions are those you do not have to declare after a set period of time.

Date	Offence	Conviction/Pending Court Action

J. DATA PROTECTION ACT 1998

Under the Data Protection Act 1998, Sutton Park Motor Company Limited reserves the right to collect, store and process personal data about applicants in so far as it is relevant to an application for employment. Application details will remain on file for six months and then be shredded. All personal information held by Sutton Park will be processed in accordance with the eight principles of the Data Protection Act.



K. STATEMENT TO BE SIGNED BY THE APPLICANT

I agree to adhere to the safety rules, work rules, and other regulations as laid down by Sutton Park Motor Company Limited from time to time. I understand that, should I join this Company, there will be a probationary period of six months, and that the Company's decision to my continued employment during or at the end of the period is final.

I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for mentoring purposes.

I confirm that to the best of my knowledge, the information given in this application form is true and correct. I understand that giving false or misleading statements or withholding information may result in withdrawal of an offer of employment or disciplinary action, including dismissal, from Sutton Park Motor Company Limited.

Signed:		Date:	
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