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PERSONAL INFORMATION (CONFIDENTIAL)

Position applied for:

1. Personal Details

Name:

Address:

Post code:

Contact details:

Email address:

Telephone:

Home

Business

Mobile

Please tick preferred contact number

2. General

Do you hold a current driving licence?

Is it a Full / Provisional / LGV / PCV Licence?

If you are disabled are there any special arrangements that may be required to be made should you be invited for interview?

Yes No If so, please state here:

Please indicate two people who can provide references - one of whom should preferably be your present / most recent employer:

Name:

Name:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Relationship to applicant:

Relationship to applicant:

Do you give permission to take up your references prior to an offer of employment being made?

Yes No

Do you give permission to take up your references prior to an offer of employment being made?

Yes No

PERSONAL INFORMATION Continued (CONFIDENTIAL)

3. Employment History

Please give details of all jobs held starting with you current or most recent employer

Please give details of all jobs held starting with you current or most recent employer		
Employer (Name & Full address)	Jobs Held / Key achievements	Reason for Leaving
from: _____ To: _____ Current Salary: _____		

Please continue on a separate page if necessary, giving page number and title heading

4. Educational, Technical and Professional Qualifications

Please name any school, college, university or professional body in full and include qualification(s) achieved:

School:

College or University:

Other:

Please add any other relevant information about you that you think would indicate your suitability for the position applied for:

Please continue on a separate page if necessary, giving page number and title heading

PERSONAL INFORMATION Continued (CONFIDENTIAL)

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes No

The information that you provide on this form and that obtained from other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, we may also use this information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected from third parties or cross-reference it with other information held by us. We may also use or pass, to certain third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you are confirming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

6. Declaration

I declare that the above information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

7. Interviewer's Notes

[Empty box for Interviewer's Notes]

Please return your completed application form to:

HR Department, Park's Motor Group, 14 Bothwell Road, Hamilton, Lanarkshire, ML3 0AY

This section will be detached from your application and will be used solely for monitoring

Park's Motor Group recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

White:

British

Any other white background*

Irish

Mixed:

White and Black Caribbean

White and Asian

White and Black African

Any other mixed background*

Black or Black British:

Caribbean

Any other background*

African

Asian or Asian British:

Indian

Bangladeshi

Pakistani

Any other Asian background*

Chinese or Other Ethnic Group:

Chinese

Other Ethnic Group*

*Please specify

Gender please specify

Date of Birth (dd/mm/yyyy)

Do you consider yourself to have a disability?

Yes

No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

How did you become aware of this vacancy?