

Present or most recent employment

Employers name	Job Title
Address	Date started
	Date left if no longer employed
POST CODE	Notice required
Telephone	Reason for leaving
Briefly describe your duties in the above job	

Employment history

Please give details of all your previous work experience, putting the most recent first. Include any voluntary or unpaid work. Continue on a separate sheet if necessary.

Employer's name and address	Dates employed from/to month/year	Job held and brief outline of duties	Reason(s) for leaving

Training

Course title or area of training relevant to this post	Date

Computer / IT skills

Briefly describe any computer skills or experience below

Additional information

After reading the job description and person specification or the role profile, please say why you are applying for the post and tell us how you meet the requirements of the job. Highlight any knowledge, experience and skills that you consider relevant to the post you are applying for. CVs are not accepted as a substitute for completing this section. If you wish to provide further information, please continue on no more than two separate sheets of A4 paper.

Are you related to/or do you have a personal relationship with any employee of Autoclimate?

Yes

No

Work Permit

Do you require a Work Permit?

Yes

No

Your work permit will need to be produced at interview stage.

Driving

Do you hold a current full driving licence?

Yes

No

Your full driving licence will need to be produced at interview stage if the position applied for requires it.

Do you have any current driving convictions?

Yes

No

If 'Yes' please state convictions

Disability

Do you have a disability?

Yes

No

If so please state details and what type of adjustments to working arrangements would assist you in overcoming any disadvantage that your disability might otherwise cause you at work or when attending an interview.

Please give the names and addresses of two referees (not friends or relatives) including telephone numbers. You should ensure that personal references are not used. Where you have been unemployed or not working for a period of time it is helpful if references can be given from voluntary work/school groups or committees.

REFeree

Name

Referee's job title

Address

Post code

Telephone

Contact before interview Yes No

REFeree *This should be a previous employer*

Name

Referee's job title

Address

Post code

Telephone

Contact before interview Yes No

Criminal convictions

Do you have any criminal convictions? Yes No

If Yes please give details. This should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974

Declaration

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. All successful applicants will be subject to pre-employment screening before they commence service. In the case of unsuccessful candidates the Application Form will be destroyed.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I agree that Autoclimate has the right to validate any of the information provided.

I understand that any false statements could result in my dismissal if appointed. I confirm that I am legally eligible to work in the United Kingdom.

Signature

Date