

Mr Clutch
Autocentres Ltd



CIS(London)Ltd

APPLICATION FOR EMPLOYMENT

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Position applied for **Employment**

Full Time

Part Time

PERSONAL DETAILS

Title:	Forename(s):	Surname:
Address:		
Postcode:		
Tel No. (private):		Tel No. (business):
Tel No. (mobile):		Place of birth:
Marital Status:		Nationality:
Do you hold a current driving licence:		Have you ever had a driving licence revoked:
For what class of vehicle:		Number of penalty points (if any) endorsed on current driving licence:
Do you require a permit to work in the UK:		National Insurance No.:

GENERAL EDUCATION Please give details of schools attended in date order

From:	To:	Name and address of schools (secondary education only):	Type of School:

FURTHER EDUCATION & TRAINING Please give details of education since leaving school

From:	To:	Name and address of University, College etc:	Part Time or Full Time:	Course Title/Subjects Studied:

EXAMINATION RESULTS/QUALIFICATIONS OBTAINED

Date:	Subject:	Examination:	Grade:	Date:	Subject:	Examination:	Grade:

EMPLOYMENT HISTORY Details of present/previous employers (in date order)

From:	To:	Position/Job Title:
Name & Address:		Main Duties:
Reason for Leaving:		Salary/ Wage:
From:	To:	Position/Job Title:
Name & Address:		Main Duties:
Reason for Leaving:		Salary/Wage:
From:	To:	Position/Job Title:
Name & Address:		Main Duties:
Reason for leaving:		Salary/Wage:
From:	To:	Position/Job Title:
Name & Address:		Main Duties:
Reason for Leaving:		Salary/Wage:

HEALTH

To the best of your knowledge are you fit to perform the duties involved in the position applied for: YES/NO (if no give details):

There may be a requirement for you to see the Company Health Advisor, would you be prepared to do so: YES/NO

Are you registered disabled: YES/NO

R.D.P. Number:

Please describe your smoking habits:

Please list any medical conditions you suffer from:

GENERAL

What are your main interests sports and hobbies:	
What Clubs or Societies do you belong to:	
What Professional bodies do you belong to:	
Do you have any part-time jobs:	
Do you have any other commitments which might limit your working hours:	
Please give details of any training course or day/evening classes that you are or have attended and dates:	
Have you ever been dismissed from employment:	
Have you ever been committed of a criminal offence:	
Please give any other information relevant to your application (outline any notable achievements):	

PRACTICAL SKILLS

Summarise job skills acquired and specialist training received:

What qualities do you have which most suit you to the job you are applying for:

REFERENCES Names and addresses of two references

A (Experience):	B(Character):
Occupation	Occupation
Tel No.:	Tel No.:

AVAILABILITY

If offered this job when could you start:	
How did you hear about the vacancy:	
Would you be prepared to consider other positions:	
Would you have to move home if offered this job:	
Who do you know employed by Mr Clutch:	
Give details of relatives employed by Mr Clutch:	
Have you previously applied or been employed by Mr Clutch:	
Dates of holiday commitments:	

NOTES Use this section if you require additional space

RECRUITMENT POLICY

It is the company’s policy to employ the most suitably qualified and/or experienced personnel. We believe in Equal Opportunities for the advancement of employees including promotion and training. We invite applications from all sections of the community.

DECLARATION

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

The code of conduct requires that:

- The employer will at all times keep confidential the personal financial data of the employee.
- The use of personal financial data will be relevant to the circumstances and job position of the employee and, if called upon to do so, the employer will provide Experian with a reasonable explanation of the need to search.
- The financial data will not be used by the employer as the sole basis for any decision affecting the employee.
- If the employee considers that financial data is incorrect, the employer will give the employee the opportunity to correct it or provide an explanation.
- If an individual declines the employer access to personal financial information, this will not in itself affect the way the individual is treated.

I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or if employed dismissal.

Applicant’s Signature:

Date:

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NOTES Use this section if you require additional space

Job offered: YES/NO

Start Date:

Comments:
