

# JOB APPLICATION FORM

Unique Identification Number

## PERSONAL INFORMATION (CONFIDENTIAL)

### 1. Vacancy Details

Post applied for:

Closing Date:

### 2. Personal Details

Name:

Address:

Postcode:

National Insurance No:

### Contact Details (please tick preferred contact)

Telephone No. (Home):

Telephone No. (Work):

Email address:

### 3. Immigration & Asylum Act

It is a criminal offence under The Asylum and Immigration Act (1996) for a company to employ a person who is subject to Immigration Control unless that person has current and valid leave to be in the United Kingdom which does not prevent him or her from taking the job.

Are you currently eligible to work in the U.K.?

Yes/ No

Do you require a work permit in order to be employed in the U.K.?

Yes/ No

If you need a work permit, please indicate if there are any limitations/ conditions on the work permit:

### 4. Criminal Convictions

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not already spent. Failure to disclose such convictions could result in disciplinary action or dismissal.

Have you previously been convicted of a criminal offence which has not yet been spent (including driving offences)?

Yes/ No

If yes, please provide details of the offence(s):

Date of conviction:

Penalty imposed:

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### 5. General Information

Please state the number of working days sickness absence in the last year:

Please state the number of periods of sickness absence in the last year:

Do you hold a current driving licence:

Yes/ No

If yes, please specify the type of licence:

Deepcut Garage Ltd is an equal opportunities employer. Are there any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for the job?

If so, please state here:

### 6. References

Please give names and addresses of two people not related to you who can provide employment references. One referee must be your present/ most recent employer.

Name:	<input type="text"/>	Name:	<input type="text"/>
Job title:	<input type="text"/>	Job title:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone No:	<input type="text"/>	Telephone No:	<input type="text"/>
E-mail address:	<input type="text"/>	E-mail address:	<input type="text"/>

Can we contact the referee prior to interview? (Delete as appropriate)

Yes/ No

Can we contact the referee prior to interview? (Delete as appropriate)

Yes/ No

### Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. 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, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or 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 we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.



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## RELEVANT SKILLS, KNOWLEDGE & EXPERIENCE

### 2. Technical & Professional Qualifications

Please give brief details of courses attended and examination results, including work-based training.

Name of Establishment	Subject/ Qualification Taken	Grade

Please give details of any institute or professional membership:

Professional Body/ Association	Current Level of Membership	Method of Achievement (e.g. application, examination)	Membership Number

### 3. Relevant Skills & Experience

Please use this space below to give further details of how your skills, experience and training make you suitable for this position. (Please use a continuation sheet if necessary).

#### Declaration

I declare that to the best of my knowledge the information given on this application form is true and correct. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal if appointed. I understand that any offer of employment is subject to the receipt of satisfactory references.

Signature:

Date:

Please return your completed application form to: **Human Resources, Deepcut Garage Ltd, 85-93 Deepcut Bridge Road, Deepcut, Camberley, Surrey, GU16 6QP**

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DEEPCUT GARAGE LTD • 85-93 DEEPCUT BRIDGE ROAD DEEPCUT • CAMBERLEY • SURREY • GU16 6GP  
Telephone: (01252) 835631 • Fax: (01252) 837855  
Email: bodyshop@deepcut-garage.co.uk

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**This section of the application form will be detached from your application & will be used solely for monitoring purposes.**

**Deepcut Garage Ltd recognises & actively promotes the benefits of a diverse workforce & is committed to treating all employees with dignity & respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.**

**Date of Birth:**

**Gender (please specify):**

**Marital Status:**

Single   
Married

Divorced   
Separated

Widowed

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

**Do you consider yourself to have a disability?**

Yes

No

If yes, please state nature of disability:

<b>Ethnic Origin:</b>	<b>White</b>	British	<input type="checkbox"/>	
		Irish	<input type="checkbox"/>	
		Any other white background	<input type="checkbox"/>	Please specify: <input type="text"/>
	<b>Mixed</b>	White & Black Caribbean	<input type="checkbox"/>	
		White & Black African	<input type="checkbox"/>	
		White & Asian	<input type="checkbox"/>	
		Any other mixed background	<input type="checkbox"/>	Please specify: <input type="text"/>
	<b>Asian or asian british</b>	Indian	<input type="checkbox"/>	
		Pakistani	<input type="checkbox"/>	
		Bangladeshi	<input type="checkbox"/>	
		Any other Asian background	<input type="checkbox"/>	Please specify: <input type="text"/>
	<b>Black or black british</b>	Caribbean	<input type="checkbox"/>	
African		<input type="checkbox"/>		
Any other black background		<input type="checkbox"/>	Please specify: <input type="text"/>	
<b>Chinese or other ethnic group</b>		Chinese	<input type="checkbox"/>	
	Any other ethnic group	<input type="checkbox"/>	Please specify: <input type="text"/>	

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?**