

# Application for employment

## Private and Confidential

This application form is an important part of our selection process. It gives you an opportunity to tell us as much as possible about yourself. Please read the enclosed guidance notes before completing the application form, then answer all questions as fully as possible and return to us before the closing date specified below. We will then contact you as quickly as we can and let you know what the next step is.

Please contact us if you require any assistance in completing this form.

Your application is being dealt with by: HR Department Telephone: 01202 775050	Reference: Web Application
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Once completed, please return this application, fully completed to: Poole Audi 582 – 602 Ringwood Road Parkstone Poole Dorset BH12 4LY Closing date for completed applications:
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## The Vacancy

Role applied for:
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How did you hear about the vacancy? If through an advertisement, please state which publication
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## Personal Details

Title <i>(optional)</i> : Mr / Mrs / Miss / Ms	First Names:
Surname:	Home Telephone:
Address:	Work Telephone:
	Mobile Telephone:
	Email Address:
Postcode:	<b>We will always be discreet if contacting you at work</b>
Date of Birth <i>(optional)</i> :	National Insurance Number:
Do you need a work permit to be employed in the UK? <i>(Please provide evidence – see guidance notes)</i>	Yes      No

Do you have a current full driving licence? <i>(If yes, please provide evidence – see guidance notes)</i>	Yes	No
Please give details of any endorsements:		

Do you have any unspent criminal convictions? <i>If yes, please provide details:</i>	Yes	No
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Have you a disability you would like to let us know about <i>If yes, please give details and let us know whether there are any adjustments to equipment or the tasks of the job you would need to be made in order for you not to suffer a detriment at interview and also in order for you to do this job.</i>	Yes	No
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**About your education and training**

Please tell us about any school, college or university you have attended since the age of 12			
Schools Attended:		From:	To:
Date	Subject	Grade/Result	
Colleges/University Attended:		From:	To:
Date	Subject	Grade/Result	

<b>Please give details of any other professional, vocational or technical training, including relevant short courses (most recent first)</b>			
Date	Subject/Course	Result	Training Provider

**Please give details of membership of any professional bodies**

Name of Organisation

Level of Membership

Membership Expiry Date

**About your employment experience**

**Please tell us about your current or last employment**

Job Title:

Employment From:

To:

Company Name and Location:

Type of Business:

Brief Description of Responsibilities / Duties:

Final Salary:

Reason for Leaving:

**Please tell us about your employment experience over the last 10 years.**

Please include employer's name, type of business and location, your job title, reason for leaving and a summary of your roles and responsibilities.

Salary

Dates from and to

Please include employer's name, type of business and location, your job title, reason for leaving and a summary of your roles and responsibilities.	Salary	Dates from and to

## References

Please provide the names and address of two referees; one should be your current/last employer.  
(Please note that references will not be taken up without your prior consent)

Contact Name:

Contact Name:

Company Name:

Company Name:

Address:

Address:

Telephone Number:

Telephone Number:

## More about you

Here are ten personal strengths that we feel could be relevant to the success of the people working at Poole Audi. Choose **three** which you feel are the most characteristic of you and enable you to be most effective at work.

Planning and Organization

Excellent customer service

Passion for Audi cars

Taking ownership in role

Working well in a team

Persuading and influencing

Analyzing/solving problems

Drive and determination

Attention to detail

Positive can-do attitude

Please outline how you think the key strengths you have highlighted above, would help you in the role for which you have applied:

Please describe a time you had to overcome an obstacle, or dealt with a difficult situation:

Describe a situation where you have provided excellent service. How did you influence the situation?

Why do you want to work for Poole Audi?

Please use this space to give details of anything else which you feel supports your application. This could include interests, leisure activities or voluntary work and tell us what you enjoy about them. In particular, mention any achievements which you would like us to note.

## Declaration

I declare to the best of my knowledge and belief that the information given in this application is correct. I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statement(s) made during the recruitment process, may render my contract of employment, if I am appointed liable to termination.

Signature:

Date:

## Data Protection

I consent to the information given in this application to be held on file and processed in accordance with the Data Protection Act 1998.

Signature:

Date:

**Thank you. Your application will be treated in the strictest confidence.  
This section is for our use.**

Recruiting Manager's comments

## Communications

Interview	Employment Start Date
Assessment Centre	Academy Enrolment Date
Job Offer	References Requested

## **GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM**

Please complete all areas of the application form in as much detail as possible, using black or blue ink or biro. Where necessary, please use and attach additional sheets. If you fail to supply full details in any of the areas where information is requested, this may render your application invalid or your contract of employment, if you are appointed, liable to termination. If any area of the application form is not applicable to you, please designate N/A.

### **Personal Details**

- "Title" and "Date of Birth" – please note that this information is required for administrative processes only and will not be used for recruitment and selection purposes.
- For compliance with the Asylum & Immigration Act, we will require you to bring an original version of any one of the following documents to an interview, so that we may take a copy for our records as evidence that you have the right to work in the UK:
  - A document issued by the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service, stating your national insurance number.
  - A passport or national identity card identifying you as a British or European Economic Area citizen, or having the right to abode in the UK.
  - A birth certificate issued in the UK, the Irish Republic, the Channel Islands or the Isle of Man.
  - A letter from the Home Office indicating that you have permission to work in the UK.
  - A work permit or other approval for employment issued by Work Permits UK.
- For evidence of Driving Licence (if required for position), please bring an original, in date, UK Driving Licence to an interview so that we may keep a copy for our records.
- Under The Rehabilitation of Offenders Act 1974 offences which are 'spent' need not be revealed. The period of rehabilitation, after which sentences are regarded as 'spent' depends on the nature of the offence and sentence. You only need to include details of any convictions which are 'unspent' on this application form.

### **Education & Training**

- For evidence of Education & Training, please bring original certificates of relevant courses/qualifications to an interview so that we may keep copies for our records.

### **Data Protection**

- The Data Protection Act 1998 – Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least 6 months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.