



## EMPLOYMENT APPLICATION FORM

Position Applied For:

Branch Location: Melksham ☐ Frome ☐ Hours: Full Time ☐ Part Time ☐

### PERSONAL INFORMATION

First Name:  Surname:

Title:  Preferred Name:

Address:

Postcode:

Email Address:

Mobile Phone No.:  Alternative Phone No.:

### EDUCATION & ACADEMIC QUALIFICATIONS

|  |
|--|
|  |
|  |
|  |
|  |
|  |

### PROFESSIONAL & VOCATIONAL QUALIFICATIONS

|  |
|--|
|  |
|  |
|  |
|  |
|  |

### IT SKILLS

| Software / System         | Experience Level | Details/Examples |
|---------------------------|------------------|------------------|
| Microsoft Word            |                  |                  |
| Microsoft Excel           |                  |                  |
| Microsoft Outlook / Email |                  |                  |
| Other                     |                  |                  |

**EMPLOYMENT HISTORY** (Please start with most recent. If currently not employed, please give details of last employer\*)

Please tick as appropriate;

Current Employer?

\*Last Employer?

Name of Employer

Address of Employer

Postcode

Your Job Title

Salary / Pay

Can we contact this employer for a reference?

Yes

No

Employment Dates

Start Date

Leaving date

\*Reason for leaving

Main Duties & Responsibilities

**PREVIOUS EMPLOYERS**

1. Name of Employer

Length of service

Job Position

Reason for leaving

2. Name of Employer

Length of service

Job Position

Reason for leaving

Please briefly tell us about the skills you used or learned in your previous jobs

**SUPPORTING STATEMENT**

Please explain why you are applying for this role, how your skills and experience meet the requirements, and any other information you would like us to consider in support of your application.

## INTERVIEW ARRANGEMENTS & AVAILABILITY

Are there any reasonable adjustments we can make to support you during the application/interview process? Yes ☐ No ☐

If yes, please provide details:

Are there any dates or times you will not be available for interview?

If your application is successful, date available to start work:

## ELIGIBILITY & RIGHT TO WORK IN THE UK

Are you legally entitled to work in the UK? Yes ☐ No ☐

Do you require sponsorship to work in the UK? Yes ☐ No ☐

Please provide details of your right to work status, if applicable

If offered employment, can you provide original evidence of your right to work in the UK before starting? Yes ☐ No ☐

## DRIVING LICENCE AND ENDORSEMENTS

Do you hold a UK driver's licence? Yes ☐ No ☐

Type of licence held: Full ☐ Provisional ☐ Other ☐

Do you have any previous driving experience relevant to this role?

Yes ☐ No ☐

If yes, please provide details of your previous driving experience:

Do you have any current endorsements, penalty points or driving convictions? Yes ☐ No ☐

If yes, please provide details:

## REFERENCES

Please provide details of two referees, one of whom should be your current or most recent employer where possible. References will normally only be taken up after an offer of employment has been made, unless you give permission otherwise.

**Reference 1:** Name

Organisation:

Job Title:

Telephone Number:

Email:

Relationship to applicant:

May we contact this referee before interview? Yes ☐ No ☐

**Reference 2:** Name

Organisation:

Job Title:

Telephone Number:

Email:

Relationship to applicant:

May we contact this referee before interview? Yes ☐ No ☐

## DECLARATION

I declare that the information I have provided in this application form is true, complete and accurate to the best of my knowledge. I understand that providing false or misleading information may result in my application being withdrawn or, if appointed, disciplinary action being taken which may include dismissal. I consent to the processing of my personal data in accordance with Melksham Motor Spares Ltd. privacy policy.

Print Name

Date

Signature

The Company's Privacy Notice for job applicants, which sets out how we use the data provided to us, can be accessed at:

<https://www.melkshammotorspares.co.uk/recruitment-privacy-policy>

## For MMS Office use only

Date Received:

Recommendation:

Notes