



## EMPLOYMENT APPLICATION FORM

Position Applied For:

Branch ✓ Melks

Frome

Hours ✓

Full  
Time

Part  
Time

### PERSONAL INFORMATION

Name:

Address:

Postcode:

Phone:

Email:

### EDUCATION & TRAINING

Please give details of schools & further education

### QUALIFICATIONS

Please give details of academic, vocational/professional or skills related qualifications

## EMPLOYMENT HISTORY (if currently not employed, please give details of last employer)

Please tick as appropriate; Current Employer?

\*Last Employer?

Name of Employer

Address

Postcode

Your Job Title

Pay

Length of time with employer

\*Reason for leaving

Duties

## PREVIOUS EMPLOYERS

Name of Employer

Job Position

Length of service

Reason for Leaving

Please briefly tell us about other jobs you have done and the skills you used or learned in those jobs

## SUPPORTING STATEMENT

Please tell us why you are a good fit for this job

## INTERVIEW ARRANGEMENTS, AVAILABILITY & ELIGIBILITY

If you have a disability, please tell us if you require any reasonable adjustments to help you in your application or to participate fully with our recruitment process.

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

Date available to start work:

Do you need a work permit to work in the UK? (please tick)

Yes

No

Do you hold a UK driver's licence?

Yes

No

If yes, are there any endorsements on your licence?  
(Certain roles within the company may include driving responsibilities)

## REFERENCES

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we receive your permission. Referees must not be related to you.

Name

Contact details

How do you know this person?  
E.g. former employer

Name

Contact Details

How do you know this person?  
E.g. former employer

## DECLARATION

I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I consent to the processing of my personal data in accordance with Melksham Motor Spares Ltd. privacy policy.

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