



drivevauxhall.co.uk

Application for employment

Please answer all questions in full and return to Drive Vauxhall.

Post applied for:

Location:

Have you worked for Drive before?

Yes

No

If so, please state where, when and in what capacity.

Personal Information

Title:

Surname:

Forenames/Given Names:

N.I. Number:

Home Tel. No.:

Home Address:

Mobile Tel. No.:

Do you have the right to
work in the UK?

Yes

No

Email:

Driver's Licence Information

Do you own a current driving licence?

Driving Licence No:

Are there any endorsements on your licence? If yes please give details:

Date of offence: _____ Convictions: _____ No. of points: _____ Code: _____

Date of offence: _____ Convictions: _____ No. of points: _____ Code: _____

Have you at any time had endorsements on your licence for drink driving;
careless driving; driving without due care and attention etc:

Yes

No

If yes, please give full details and include date, length of ban, nature of offence etc.

General Education, Professional Technical Qualifications

Education: (Please include any full / part time courses, including apprenticeships, or correspondence courses)

Date from / to	Subjects studied / course title	Qualification achieved and date	Grade

Vocational Qualifications & Other Skills

Please give details of any other skills / qualifications: (for example languages, first aid certificate etc)

Employment Details

Please include details of present or most recent employment and all employment over the last seven years. Include any voluntary work in this section.

Name / Address	Job held & duties	Salary	Date employed	Reason for leaving

If you wish to provide further information, please use the additional comments section at the end of this application form.

What length of notice will you be required to give to your present employer? _____

On what date could you begin employment with Drive? _____

Further Information

Please use this space for additional information and / or to outline the reasons you would like to work for Drive. You may like to include details of any hobbies and interests, including memberships of clubs and societies and any personal achievements you are proud of. (Please use an additional sheet of paper if required and attach to application form).

How did you hear about this vacancy?

References

Name and title of referee from present/last employer.
Please include name and title of immediate supervisor

Name:

Company:

Position:

Company Email:

Company Tel.No.:

Was this person your line manager:

If no, in what capacity do they know you?

Name and title of referee from previous employer.

Name:

Company:

Position:

Company Email:

Company Tel.No.:

Was this person your line manager:

If no, in what capacity do they know you?

At this stage do we have your permission to contact your referees?

Yes

No

If no, please indicate when it would be acceptable (eg. on provisional offer of job)

Convictions & Legal Proceedings

With the exception of offences which are “spent” under the terms of the “Rehabilitation of Offenders Act 1974”, enter the exact details of any criminal or court martial convictions. Please enter details of any outstanding Summons of Prosecution.

Before answering the question you should note that if you have failed to give relevant particulars or should you give false particulars you will not be considered for employment or, if already engaged, you will be liable to instant dismissal.

If you have no convictions or outstanding summonses write “none”.

Date of Offence	Date of Conviction	Nature of Offence	Sentence of Court Order

Would you object to a background check to ascertain “unspent convictions”?

Yes

No

Declaration & Validity

I declare that the information provided on this application form is, to my knowledge true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be discharged from employment with Drive. With the exception of offences which are spent under the terms of the “Rehabilitation of Offenders Act 1974”, I have included details of criminal or court martial convictions, including driving convictions. I agree to a pre-employment medical examination and drugs testing if requested and acknowledge that if I fail either of these tests my employment may be terminated. I am legally entitled to take paid employment in the United Kingdom.

Signature of applicant: _____ Date: _____

Drive is fully committed to handling the information we collect from you in a secure and responsible manner and adheres to the guidelines published in the United Kingdom Data Protection Act and the General Data Protection Regulation (EU) 2016/679. Full details of our privacy policy can be found on our website: www.drivevauxhall.co.uk

Additional Comments