

Application for employment with Helston Garages Group

Please complete in ink and use block capitals

Please return completed form to:

The information provided on this application form will be for the sole use of the persons carrying out the recruitment & selection procedure. The information will be used to assess the applicant's suitability for the stated position. Information provided by the applicant on this form may be verified if felt appropriate & necessary.

Personal details

Surname (Mr/Mrs/Miss/Ms)	Forenames
Date of birth	Position applied for
Home address	
Postcode	
Home telephone no.	Work telephone no.
Do you hold a current UK driving licence?	Do you have a criminal record?

General education

Dates		Name and address of school/college	Examination results / qualifications
From	To		

Practical skills (including apprenticeships)

Dates		Training provider	Training received	Qualifications
From	To			

Employment history

Please start with your present or most recent employer and list periods of employment in reverse order

Employer's name and address	Job title and main duties
Date employment began	Salary
Date employment ended	
Reason for leaving	
<hr/>	
Employer's name and address	Job title and main duties
Date employment began	Salary
Date employment ended	
Reason for leaving	
<hr/>	
Employer's name and address	Job title and main duties
Date employment began	Salary
Date employment ended	
Reason for leaving	
<hr/>	
Employer's name and address	Job title and main duties
Date employment began	Salary
Date employment ended	
Reason for leaving	

General

Please give details of your interests, sports, hobbies and any non-work achievements

Explain why you think you are suitable for this job (50 words max)

Do you have any health problems that would affect your work? YES / NO

If YES please describe

If offered this job when could you start?

How did you hear about this job?

References

Please give details of two previous employers we could approach for references, after obtaining your permission

Name and address

Name and address

Occupation

Occupation

Telephone no.

Telephone no.

Declaration

I confirm that the information given on this application form is, to the best of my knowledge, correct and complete.

Signature

Date

Equal opportunities monitoring

Helston Garages Group strives to be an equal opportunities employer. As part of this application, please complete the attached form and send to the Group Personnel Manager. This form is anonymous and will be treated confidentially for the sole purpose of monitoring equal opportunities within the Group.

I confirm that I have completed and returned the attached equal opportunities form

..... (signature)

Any other information

Please make a note here of any other information you feel may be relevant to your job application