



CONFIDENTIAL

JOB APPLICATION FORM

POSITION
APPLIED FOR:

REFERENCE:

Please complete ALL sections in full using BLACK ink.

Lookers
Customers for Life

**Charles
Hurst**
Customers for Life


TAGGARTS
MOTOR GROUP

▶ **PERSONAL DETAILS**

Surname	Title	CONTACT DETAILS (Please tick preferred contact details)
<hr/>	<hr/>	
First Name(s)		Email Address
<hr/>		<hr/>
Address		Telephone <input type="checkbox"/> Home:
<hr/>		<hr/>
<hr/>		<input type="checkbox"/> Business:
		<hr/>
		<input type="checkbox"/> Mobile:
		<hr/>
Postcode		
<hr/>		

▶ **EDUCATION**

Educational Establishment	Examinations Taken	Grade

▶ **TRAINING**

Please give any details of any specialist job related training courses attended *with dates*:

Please indicate current membership of any professional body *with date admitted*:

▶ **CURRENT POSITION**

Employer's Name

Basic salary

Address

Total annual earnings

Postcode

Any other benefits

Nature of business

Position held

Notice required by employer

Please describe your role in the organisation and outline your responsibilities:

▶ **EMPLOYMENT HISTORY**

Please give details of all jobs held, including part-time and unpaid work. **Please list most recent first.**
Continue on a separate sheet if necessary.

Employer (name and full address)	Jobs held / key achievements	Reason for leaving

► **EXPERIENCE**

In support of your application, please give details of your reasons for applying for this post and describe any relevant previous work experience. *Continue on a separate sheet if necessary.*

▶ **SUPPLEMENTARY INFORMATION**

Please give details of your outside interests / commitments

Do you hold a current driving licence? YES <input type="checkbox"/> / NO <input type="checkbox"/>	Type	Endorsements – if applicable
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Please give details of any convictions
excluding those which are 'spent' as defined by the Rehabilitation of Offenders Act 1974

Are you an undischarged bankrupt? YES / NO

▶ **REFERENCES**

Please give the name and full address of two people who can give a reference for you. Your referees must be from your last two employers before taking up employment with Lookers. (Those leaving education may give their tutors names as referees.) No references will be sought until after an offer of employment has been made. All offers will be subject to satisfactory references.

Name	Name
Position Held	Position Held
Company Name	Company Name
Company Address	Company Address
Postcode	Postcode
Telephone	Telephone

▶ **DATA PROTECTION STATEMENT**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

▶ **DECLARATION**

I confirm the information given on this application form is true and accurate.

Signed _____ Date _____