|  |  |
| --- | --- |
| [http://tbn1.google.com/images?q=tbn:XsCNxXonLKqEiM:http://www.neiu.edu/~BikeNEIU/Graphics/toolbox.jpg](http://images.google.co.uk/imgres?imgurl=http://www.neiu.edu/~BikeNEIU/Graphics/toolbox.jpg&imgrefurl=http://www.neiu.edu/~BikeNEIU/&usg=__d8PFCsuHPHazzrbrivL7xgiUbxg=&h=364&w=461&sz=22&hl=en&start=1&tbnid=XsCNxXonLKqEiM:&tbnh=101&tbnw=128&prev=/images?q=toolbox&gbv=2&hl=en) | EMPLOYMENT  APPLICATION FORM  The Toolbox  Your Expert Garage |

The Toolbox

**Apprentice Light Vehicle Mechanic**

**POST APPLIED FOR (Job Title):**

How did you learn of this vacancy?

## PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First Name |  | Last Name: |

|  |  |  |
| --- | --- | --- |
| Address:  Post Code |  | Work Tel No:  (if convenient to receive a call)  Home Tel No:  Mobile No:  Email: |

|  |  |  |
| --- | --- | --- |
| N.I. No: |  |  |

## PRESENT (or most recent) EMPLOYER please include any part time work

|  |  |  |
| --- | --- | --- |
| Job Title:  Organisation:  Address:  Post Code |  | Current Salary:  Start Date:  Leaving Date:  Notice Required: |

|  |
| --- |
| Main responsibilities:  Reason for seeking a new post: |

## PREVIOUS EMPLOYMENT please include any part time work

Please list previous posts starting with most recent

|  |  |  |  |
| --- | --- | --- | --- |
| **Post held** | **Organisation** | **Dates** | |
| From | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please use continuation sheet if necessary.

## EDUCATION AND QUALIFICATIONS

###### Secondary Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification achieved** (you may be asked to produce certificates) | **Grade** | **Subject** | **Institution Attended** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Post-Secondary Education and Training (including Degree(s), Professional & Teaching Qualifications)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification achieved** (you may be asked to produce certificates) | **Grade** | **Subject** | **Institution attended / Awarding Body** | **Full Time** | **Part Time** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## PERSONAL STATEMENT

*Please give your reasons for applying for this position, and outline the skills and experience that, in your view, make you a particularly suitable candidate. Please provide details of your* ***key achievements and new skills gained relevant to the position*** *within the past three years – these may be personal or work orientated. Continue on a separate sheet if necessary, `but please do not exceed two sides of A4*

## AVAILABILITY

*Please indicate when you would be available to work:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| a.m. |  |  |  |  |  |  |
| p.m. |  |  |  |  |  |  |
| evening |  |  |  |  |  |  |

## OTHER INFORMATION

*Please tick (*✓) *relevant boxes. If you answer YES to any of the following, please give details on a separate sheet, enclose it in a sealed envelope marked “Private and Confidential” and attach it to this form.*

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Have you ever been convicted of a criminal offence other than petty motoring offences? A Police Check is necessary for all posts and you are not entitled to withhold information about ‘spent’ convictions. Any information will be treated as completely confidential and will be considered only in relation to an application for positions for which the order applies. N.B-If you have been so convicted, you are advised before answering to refer to the Rehabilitation of Offenders Act 1974, as amended |  |  |
| Do you have any criminal charges pending? |  |  |
| Have you ever been dismissed from employment for a reason other than redundancy? |  |  |
| Have you ever been suspended or subject to disciplinary action in any employment? |  |  |
| Do you require a work permit to work in the UK? |  |  |
| Do you hold a current Full Driving Licence? |  |  |

## REFERENCES

|  |
| --- |
| *Please supply the names and addresses of two referees who are in a position to provide relevant comment on your work performance. The reference from your current, or last, employer should be a senior person to whom you report(ed) and who knows your work. The referee should not be a Newbury College employee.*  *Applicants unable to provide employment referees (e.g. school/college leavers or those returning to work after a significant break from employment) should provide details of academic or personal referees, clearly stating their relationship to the referee.* |

|  |  |
| --- | --- |
| Current/most recent Employer | Previous Employer |
| Name:  Referee’s Job Title:  Company Name:  Address:  Post Code:  Tel No:  Email:  Date From: Date To: | Name:  Referee’s Job Title:  Company Name:  Address:  Post Code:  Tel No:  Email:  Date From: Date To: |
| Can we contact this referee without further reference to you? Yes □ No □ | Can we contact this referee without further reference to you? Yes □ No □ |
|  |  |

I understand that information contained on this form is personal data which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1984 and 1998.

If successful, I understand that Newbury College reserves the right to make enhanced Criminal Record Bureau and / or List 99 checks.

I certify that the information given on this form is correct and complete and I understand that false information may render me liable for dismissal if I am appointed.

Signed: Date: