

Application for employment



Please complete this form and return the details along with a copy of your CV as soon as possible.

Legally we are required to confirm your identity and ensure that you are eligible to work in the U.K. Therefore should you be successful in securing a role with us, you will need to provide us with evidence of your eligibility to work in the U.K, your identity, qualifications, career history, references and where appropriate, criminal records details.

If you have any questions, please call our office on 0800 298 5515. All information provided will be treated in the strictest confidence and will be processed and held in accordance with the relevant Data Protection Legislation.

Position applied for	
Where did you hear about this vacancy?	

PERSONAL DETAILS

Title	
Forename (s)	
Surname	
Previous name (e.g Maiden name / Deed poll change)	
Address	
Email	
Home telephone number (including dialing code)	
Mobile telephone number (including dialing code)	
Work telephone number (including dialing code) (Please state if we are unable to contact you on this number)	
Do you have a current driving licence? (Please state if any penalties have been incurred)	
Do you hold a current fork lift truck licence? (Please state what type)	
Do you have your own transport? (Please state the type of transport you have)	
Languages spoken (Please indicate fluency)	
Are you related to a current employee of Auto-Kit International Ltd ? If yes please state their name and relationship to you.	

ELIGIBILITY TO WORK IN THE U.K – U.K Legislation requires all employees to provide appropriate evidence

Nationality	
By what means are you eligible to work in the U.K?	
Type of Visa / Work permit (If applicable)	
Expiry date (if applicable)	
National Insurance number	

HEALTH AND SAFETY This information helps us to cater for your personal circumstances

Are you physically fit?	
Do you smoke?	
Are you generally in good health?	
Are you taking a course of medication – this would include injections, tablets, pills or drugs?	
Do you suffer from fainting attacks, blackouts or epilepsy?	
Have you ever had heart trouble, rheumatic fever or high blood pressure?	
Have you ever had kidney disease?	
Do you suffer from diabetes?	
Do you suffer from asthma?	
Is your eyesight satisfactory for all normal purposes (with glasses if necessary)?	
Are you colour blind?	
Are you registered disabled?	
Please provide details of any declared illness or incapacity shown above, including any periods off work within the last 3 years for more than 14 days.	
Do you suffer from any medical condition which may affect your ability to complete this work?	
Do you have any medical condition or disability which may require any special facilities or support at work? If YES please give details.	
Do you hold any first aid qualifications? If YES please give details.	
Are you prepared to work shift patterns which may include nights?	

DOCTOR'S DETAILS

Registered Doctor's name	
Surgery address including postal code	
Telephone number	
I hereby authorise Auto-Kit International Ltd to contact my Doctor to verify the above information	Signed _____ Date _____

EDUCATION & TRAINING

Educational qualifications obtained	
Training / Course apprenticeship details	

CURRENT EMPLOYMENT STATUS & PREVIOUS EMPLOYMENT

Are you employed at present?	
Period of notice required to current employer?	
Present or last job title	
Present or last employer name	
Present or last employer address including postal code	
Date employed from	
Date employed to	
Reason for leaving	
Salary	
Benefits	
Brief description of role	

Previous job title	
Previous employer name	
Previous employer address including postal code	
Date employed from	
Date employed to	
Reason for leaving	
Salary	
Benefits	
Brief description of role	

Previous job title	
Previous employer name	
Previous employer address including postal code	
Date employed from	
Date employed to	
Reason for leaving	
Salary	
Benefits	
Brief description of role	

REFERENCES – Prior to any placement we will need to obtain satisfactory references covering the last 3 years of your employment history. If there are any gaps within your working history then please provide details of a character referee whom we can contact. Your current employer will not be contacted without your consent.

Full name of referee including title	
Job Title	
Company name and address including postcode	
Email	
Date employed from	
Date employed to	
Please state if this will be a professional / academic or character reference	
Can we contact this referee prior to a offer acceptance?	

Full name of referee including title	
Job Title	
Company name and address including postcode	
Email	
Date employed from	
Date employed to	
Please state if this will be a professional / academic or character reference	
Can we contact this referee prior to a offer acceptance?	

Full name of referee including title	
Job Title	
Company name and address including postcode	
Email	
Date employed from	
Date employed to	
Please state if this will be a professional / academic or character reference	
Can we contact this referee prior to a offer acceptance?	

Should we experience delays in verifying your employment history please make yourself available to assist. The absence of suitable accurate references could potentially result in a delay starting.

CRIMINAL RECORDS

Do you hold a Criminal Records Bureau Disclosure or overseas Police Check which has been carried out in the last 3 years?	
Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?	
Do you have any previous convictions, whether or not they are "spent" within the Act, including any cautions, reprimands, final warnings, bind-overs or any convictions from overseas? If YES please give details.	

EMERGENCY CONTACT DETAILS – In case of emergencies please provide us with contact details of someone we may contact. Contact from Auto-Kit International Ltd will ONLY be made in an emergency situation.

Primary contact in an emergency situation

Full name of contact	
Home telephone number	
Mobile telephone number	
Work telephone number	
Relationship to you	

Secondary contact in an emergency situation

Full name of contact	
Home telephone number	
Mobile telephone number	
Work telephone number	
Relationship to you	

DECLARATION

I confirm that the information provided on this form and within my CV, is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any engagement entered into is subject to documentary evidence of my right to work in the U.K, verification of any professional qualifications and subject to satisfactory references. I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the offer of employment, subject to the relevant Data Protection legislation.

I will inform [Auto-Kit International Ltd](#) immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am employed. I understand that [Auto-Kit International Ltd](#) has the right to request a Criminal Records Bureau Disclosure where they consider it necessary and that any details from this, or any other police checks provided, may be held on file.

By signing the below I hereby give permission for [Auto-Kit International Ltd](#) to contact the above named person in an emergency situation. Should this contact change I will inform [Auto-Kit International Ltd](#) as soon as is reasonably practicable.

Signed; _____

Date; _____

Print name; _____

FOR OFFICE USE ONLY

Full name of applicant			
CV and application received	Date:		
First interview requested for	Date:	Attended:	Yes No
Second interview requested for	Date:	Attended:	Yes No
Interview notes:			
Offer made	Date:		

OFFER DETAILS – Please complete these details before forwarding to HR who will send out the required documents to this applicant.

Reporting to	
Contracted hours per week / shift details if outside standard opening hours.	
Temporary or permanent contract	
Start date confirmed with applicant	Date:
Wage / Salary confirmed with applicant	
Weekly / Monthly	

Authorised by: _____ Print name: _____

Date: _____