



# Poole MOTO

## APPLICATION FOR EMPLOYMENT

**PRIVATE AND CONFIDENTIAL – Please complete in block capitals**

<b>POSITION APPLIED FOR:</b>
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<b>DATE COMPLETED:</b>	Reference: (office use)
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Miss/Mrs/Ms/Mr (delete as appropriate) <b>SURNAME:</b>	<b>FIRST NAME (S):</b>
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<b>DATE OF BIRTH:</b> <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											<b>NATIONAL INSURANCE NUMBER:</b> <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>															

<b>ADDRESS:</b> _____ _____ _____ <b>POST CODE:</b>	<b>☎ HOME:</b>  <b>☎ WORK:</b>  <b>☎ MOBILE:</b>  <input type="checkbox"/> <b>EMAIL:</b>
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<b>NEXT OF KIN:</b>  <b>RELATIONSHIP:</b> (Mother/Father etc)  <b>CONTACT ☎:</b>	<b>MARITAL STATUS:</b> (Married, Single, Divorced etc)
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<b>ARE YOU LEGALLY ENTITLED TO WORK IN THE UK?</b> (✓ As appropriate)  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	<p>The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. If you are invited to an interview, please bring with you the original of one of the following.</p> <ul style="list-style-type: none"> <li>✓ Evidence of NI No e.g. P45, P60 or an old pay slip</li> <li>✓ Passport, Work Permit, Certificate of Registration</li> <li>✓ Certificate of Naturalisation as a British Citizen</li> </ul>
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HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? (✓ As appropriate)

YES NO

IF YES, PLEASE GIVE DETAILS:

### GENERAL EDUCATION

NAME & ADDRESS OF SCHOOL:	QUALIFICATIONS OBTAINED: (GCSE OR A LEVEL)	GRADE:	DATE TAKEN:

### FURTHER EDUCATION

NAME & ADDRESS OF COLLEGE OR OTHER:	QUALIFICATIONS OBTAINED (BTEC DIPLOMA, NVQ, DEGREE ETC)	GRADE:	DATE TAKEN:

### TRAINING COURSES

TO HELP AID YOUR APPLICATION FURTHER, PLEASE GIVE DETAILS OF ANY WORK RELATED OR OTHER TRAINING COURSES YOU HAVE ATTENDED:

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### EMPLOYMENT HISTORY

*Please list your work experience including part-time and voluntary work. Please start with your most recent employer.*

FULL NAME & ADDRESS OF EMPLOYER	FROM:	TO:	POSITION HELD:	SALARY:	REASON FOR LEAVING:

**MAIN DUTIES INCLUDED:**

**PREVIOUS EMPLOYMENT...**

<b>FULL NAME &amp; ADDRESS OF EMPLOYER</b>	<b>FROM:</b>	<b>TO:</b>	<b>POSITION HELD:</b>	<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>

**MAIN DUTIES INCLUDED:**

<b>FULL NAME &amp; ADDRESS OF EMPLOYER</b>	<b>FROM:</b>	<b>TO:</b>	<b>POSITION HELD:</b>	<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>

**MAIN DUTIES INCLUDED:**

<b>FULL NAME &amp; ADDRESS OF EMPLOYER</b>	<b>FROM:</b>	<b>TO:</b>	<b>POSITION HELD:</b>	<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>

**MAIN DUTIES INCLUDED:**

**REFERENCES:**

*Please give details of your last two employers. (One Educational Reference accepted). Please note that references will only be obtained once a job has been offered.*

<b>NAME:</b>	<b>NAME:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>

<b>PHONE NUMBER:</b>	<b>PHONE NUMBER:</b>

**ADDITIONAL INFORMATION**

*Please give any additional information; such as work or non-work achievements that you think may help your application.*

<b>DO YOU HOLD A CURRENT UK MOTORCYCLE LICENCE:</b>	<b>YES / NO (Please Circle)</b>
<b>IF YES, PLEASE GIVE DATE WHEN TEST WAS PASSED:</b>	
<b>DO YOU HOLD A CURRENT UK MOTOR CAR LICENCE:</b>	<b>YES/NO (Please Circle)</b>
<b>IF YES, PLEASE GIVE DATE WHEN TEST WAS PASSED:</b>	
<b>HAVE YOU, ON EITHER LICENCES GOT ANY CURRENT MOTOR CONVICTIONS? YES/NO (Please Circle)</b>	
<b>IF YES, PLEASE GIVE FULL DETAILS:</b>	
<b>HAVE YOU ON EITHER LICENCE EVER HAD ANY MOTOR CONVICTIONS? YES/NO (Please Circle)</b>	
<b>IF YES, PLEASE GIVE FULL DETAILS:</b>	
<b>HAVE YOU EVER BEEN INVOLVED IN A MOTOR ACCIDENT WHERE YOU WERE HELD TO FAULT / OR IS STILL PENDING?</b>	
<b>IF YES PLEASE GIVE THE FOLLOWING FULL DETAILS:</b>	
<b>CLAIM DETAILS:</b>	
<b>AMOUNTS:</b>	
<b>DATES:</b>	

**INTERESTS**

*Please tell us about your interests, sports or hobbies.*

<b>DO YOU BELONG TO ANY CLUBS OR SOCIETIES:</b>

**AVAILABILITY**

*Please supply as much information as possible when answering the questions below.*

<b>WHEN WOULD YOU BE AVAILABLE FOR AN INTERVIEW:</b>
<b>IF OFFERED THIS JOB, WHEN COULD YOU START:</b>
<b>DO YOU HAVE ANY HOLIDAY COMMITMENTS:</b>
<b>DO YOU KNOW ANYONE THAT WORKS FOR POOLE MOTO</b>

**BANK DETAILS**

<b>NAME OF BANK / BUILDING SOCIETY:</b>
<b>ADDRESS:</b>

<b>NAME OF BANK ACCOUNT:</b>	
<b>SORT CODE:</b>	<b>ACCOUNT NUMBER: /</b>

<b>TELL US WHY YOU FEEL THAT YOU ARE THE MOST SUITABLE APPLICANT FOR THIS POSITION:</b>
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**DECLARATION**

<b>I CAN CONFIRM THAT THE INFORMATION GIVEN ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE.</b>		
<b>SIGNATURE:</b>	<b>PRINT NAME:</b>	<b>DATE:</b>