



## EMPLOYMENT HISTORY

Please give any details of jobs you have held starting with your present or most recent employer and work backwards in chronological order. Include in this section any breaks in employment history for example, carer responsibilities, travelling or returning to study; periods of military service, registered unemployment and temporary/voluntary employment. **Please provide the duration only; it is not necessary to provide dates.**

Employer's name, address, type of business, salary and notice required.	Position held, duties, responsibilities and reason for leaving.

Describe why you feel you are suited to the position (e.g. personal skills and knowledge, relevant experience, why you want to do this job, what you have to offer etc, referring to the job description). Draw from all aspects of your education and experience including paid/unpaid employment, voluntary work and home responsibilities. **Continue on a separate page if necessary. DO NOT ATTACH YOUR CV.**

A large empty rectangular box with a black border, intended for the applicant to write their response to the question above.

Do you possess a current full driving licence? (If relevant to the post)
Please give details of any voluntary organisation, committee, council, or professional bodies with which you are involved:

**REFEREES**

Please give details of two people (not relatives) that we could approach for references, **one of which should ideally be your current or most recent employer**. If you haven't been employed before we understand but please still provide details of two people. Please ensure that you have obtained their permission prior to submission. By completing this section we will assume you have given these referees permission to disclose information about you to us.

Name:	Name:
Job title:	Job title:
Address:	Address:
Tel No:	Tel No:
Capacity in which you are known to the referee:	Capacity in which you are known to the referee:

Do you agree to this referee being contacted if you are selected for interview? YES  NO

Do you agree to this referee being contacted if you are selected for interview? YES  NO

<p>Under the Data Protection Act 1998, 4Motion Darlington is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by 4Motion Darlington for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act i.e. gender, race. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format. <b><u>By signing this form you are giving consent to 4Motion Darlington to use this data in the way described above.</u></b></p> <p><i>I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).</i></p> <p>Signed..... Date.....</p> <p><b>Please ensure that you have read and checked this Application Form thoroughly prior to submission ensuring that you have followed the instructions carefully.</b></p>
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## CRIMINAL CONVICTION DECLARATION FORM

Please complete this declaration and return it marked confidentially to Nigel Potter

If your application is successful, you will be asked to verify the information given here by obtaining an Enhanced Disclosure through the Disclosure and Barring Service.

This form will only be considered if you are shortlisted for interview. If you are not shortlisted, the envelope and its contents will be destroyed unopened at the end of the recruitment process.

Name: \_\_\_\_\_

Do you have any unspent / spent criminal (delete as appropriate) convictions?

YES

NO

If you answered 'YES' please give details:

Offence	Details	Sentence	Date of Sentence

This information given by me on this form is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation of liability on the part of the employer other than for services rendered.

**Signed**

**Dated**

# EQUAL OPPORTUNITIES MONITORING FORM

## Please ensure that you complete this form

4Motion Darlington is required to keep a record of this data in order to ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition under the Data Protection Act under which processing of sensitive data can take place.

Please tick one box in each section. Completing the last two sections is optional.

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### Gender

Female  Male

### Age group

Under 25  25-34  35-44  45-54  55-60  Over 60

### Ethnicity

White: British  Irish

Any other White background

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(please write in)

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Mixed: White and Black Caribbean  White and Black African  White and Asian

Any other Mixed background

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(please write in)

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Asian or Asian British: Indian  Pakistani  Bangladeshi

Any other Asian background

.....

(please write in)

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Black or Black British: Caribbean  African

Any other Black background

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(please write in)

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Chinese or any other ethnic group: Chinese

Any other ethnic group

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(please write in)

### Disability

I consider myself to be someone who has a disability: Yes  No

### Religion (optional question)

None  Christian  Buddhist  Hindu  Jewish  Muslim  Sikh

Any other religion

.....

(please write in)

### Sexual Orientation (optional question)

Bisexual  Heterosexual  Homosexual

**Many thanks for completing this questionnaire – please be assured all information will be kept in the strictest of confidence**