

# Employment Application Form

# JUST JOIN

the team at one of  
the UK's largest  
motor retailers.



Please refer to the guidance notes when completing your application.

Position

Reference Number

## PERSONAL DETAILS

Surname:

First Name(s):

Address:

Postcode:

Tel:

Mobile:

Email:

NI Number:

YOU WILL BE REQUIRED TO PRODUCE EVIDENCE OF YOUR NATIONAL INSURANCE CARD, P45, EUROPEAN PASSPORT  
OR WORK PERMIT IF YOU ARE INVITED TO AN INTERVIEW.



Scan the QR with your mobile device to  
watch our employee experience video.

**JCT6000**  
Trusted by the World's Best Manufacturers

## CURRENT EMPLOYER (OR IF AT PRESENT UNEMPLOYED, YOUR LAST EMPLOYER)

Full name and address of employer:

Postcode:

Job Title:

Reporting to:

Responsibilities:

Reason for leaving:

Employed from     /     /     to     /     /

Notice required:

Salary and Benefits:

## PREVIOUS EMPLOYERS

Please provide details of all previous employers, continue on a separate sheet if necessary.

Full name and address of employer:

Postcode:

Job Title:

Reporting to:

Responsibilities:

Reason for leaving:

Employed from     /     /     to     /     /

Salary and Benefits:

Full name and address of employer:

Postcode:

Job Title:

Reporting to:

Responsibilities:

Reason for leaving:

Employed from     /     /     to     /     /

Salary and Benefits:

## EDUCATION AND TRAINING

Dates		Name of School	Subjects Studied and Qualifications/Grades Obtained
From	To		

## FURTHER EDUCATION/TRAINING/PROFESSIONAL QUALIFICATIONS

Please give details of any further education, including training courses, since leaving school.

Dates		College/Institute/Training Provider	Subjects Studied and Qualifications/Grades Obtained
From	To		

Please enclose photocopied evidence of qualifications gained. Originals will be requested upon interview.

## COMPETENCIES

**Please refer to the guidance notes when completing this section of your application.**

**YOU MUST** ensure that you complete the following sections as this will be used in the selection process.

We live by our Company Values and look for people that demonstrate the same level of passion.

Could you please provide examples of when you have demonstrated the following behaviours:

## A HIGH LEVEL OF INTEGRITY

## EXCELLENT COMMUNICATION SKILLS

## STRONG TEAM WORKING SKILLS

## Your thoughts on working with us

Please indicate why you are interested in working for JCT600:

## Additional Information

What evidence can you provide to demonstrate that you are capable of fulfilling the role profile/job description?:

If the job role requires that you sell insurance products as regulated under the Financial Conduct Authority (FCA), please answer the following question:

Have you ever been formally disciplined or dismissed from your employment for a breach of the FCA regulations? Yes ☐ No ☐

Do you need a work permit? Yes ☐ No ☐

Do you have a UK Driving Licence? Yes ☐ No ☐

N.B. You must produce your driving licence if invited for an interview, if applicable.

Do you have any points on your licence? Yes ☐ No ☐

If Yes, please state how many \_\_\_\_\_

Have you ever been disqualified from driving? Yes ☐ No ☐

Have you ever been dismissed from employment? Yes ☐ No ☐

If Yes, please explain the circumstances:

## REFERENCES

Please provide details of two referees that may be contacted should your application be successful (one referee should be your current or most recent employer):

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

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

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Capacity in which they know you: \_\_\_\_\_

Capacity in which they know you: \_\_\_\_\_

## EMERGENCY CONTACT DETAILS

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

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

**PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. ALL NECESSARY DOCUMENTS MUST BE PROVIDED.**

## DECLARATION

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

We are committed to a policy of equal opportunities to ensure that staff are appointed, retained and promoted on the basis of merit, regardless of ethnic origin, sex, age, disability, sexual orientation, religion or belief.

The following questions are **OPTIONAL** and do not form part of your job application. However, they do enable us to monitor and assess the impact of our Equal Opportunities Policy and its implementation, to set any targets for improvements, and measure and publish progress. Should you choose to answer them, this section of the form will be separated from your application; none of the answers that you supply are held in a form that enables us to identify you.

The information provided will be treated in the strictest confidence and will only be used for the purposes of monitoring. The data that we collect may be processed for us by a third party.

Thank you for your co-operation.

## THE EQUALITY ACT 2010

As a conscientious employer and to ensure JCT600 fulfils its obligations under The Equality Act 2010, please confirm whether you require any special arrangements for any part of the application process.

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## REHABILITATION OF OFFENDERS ACT 1974

Please answer the following questions:

Have you ever been convicted of an offence that is not 'spent' under the  
Rehabilitation of Offenders Act 1974?

Yes ☐ No ☐

Do you have any prosecutions pending against you?

Yes ☐ No ☐

If YES please provide details separately in a sealed envelope.

## EQUAL OPPORTUNITIES MONITORING

Married ☐ Single ☐ Civil Partnership ☐ Cohabiting Partner ☐

### White

British ☐ Irish ☐ Any other White background ☐

### Mixed

White & Caribbean ☐ White & African ☐ White & Asian ☐ Any other Mixed background ☐

### Black or Black British

Caribbean ☐ African ☐ Any other Black background ☐

### Asian or Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Any other Asian background ☐

### Chinese or Other Ethnic Group

Chinese ☐ Any other background (please state): \_\_\_\_\_

### Gender

Male ☐ Female ☐

### What is your Age?

Under 25 ☐ 25-34 ☐ 35-40 ☐ 41-49 ☐ 50+ ☐

How did you become aware of this vacancy? (Please give the name of the publication(s)):

Source (e.g. newspaper, agency, internet, etc.)	Date	Reference

## DATA PROTECTION STATEMENT

Your signature on this document gives JCT600 the right, under the Data Protection Act 1998, to process the information you have provided, including data of a sensitive nature, for processes relating to your application for employment, which have been notified to the Offices of the Information Commissioner. Any processing of the data by JCT600 will be in accordance with the JCT600 Data Protection Policy and the processing principles set out in the Act. Application forms of unsuccessful candidates will be destroyed after 6 months.