



APPLICATION FOR EMPLOYMENT

Please complete this form in block capitals using black ink.

For Official Use By Department Manager:	Full-time <input type="checkbox"/>	Rate: £ /hr	For Official Use By Wages Department:
Branch:	Part-time <input type="checkbox"/>	Agreed Salary: £	P45 Received <input type="checkbox"/>
Location:	Hrs:		P45 Required <input type="checkbox"/>
Department:	Breaks:		Employee No:
Position:	Days Worked: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S <input type="checkbox"/>		National Insurance No:
Start Date: / /	Shift Pattern: am - pm -		Account No:
			Sort Code:
			Company Car Y <input type="checkbox"/> N <input type="checkbox"/>

1. Personal Details

Title (Mr / Mrs / Miss / Ms) First Name: _____ Surname: _____

Address: _____

Postcode: _____

Email address: _____

Telephone: Daytime: Please tick preferred contact number

Evening:

Mobile:

2. General

Position/apprenticeship applying for: _____

Do you hold a current driving licence? Yes No Pass Date: / /

Is your licence? Full Provisional Other

N.B. The Company will require to see the original licence which must show your current address.

Do you have any endorsements? Yes No If yes, give details: _____

Do you have any motoring convictions or charges pending? Yes No If yes, give details: _____

GTG Training is a subsidiary of the Arnold Clark Group. Have you ever worked for GTG or any subsidiary of the Arnold Clark Group before? If yes, where and when?

Have you ever been convicted of or charged with a criminal offence or have any convictions/charges pending? (Declaration subject to the Rehabilitation of Offenders Act). If yes, please provide details (i.e. dates and nature of offence):

N.B. Please note employment will be subject to a Disclosure Scotland/criminal records check.

PERSONAL INFORMATION continued

Public duties undertaken (i.e. Local Councillor, Armed Forces commitment, etc):

If offered this position will you continue to work in any other capacity? (If yes, please give details):

If you are disabled, are there any special arrangements that may be required, should you be invited for interview?
Yes No If yes, please state here:

Please give details of your next of kin or a person who can be contacted in an emergency.
Name: _____ Relationship: _____
Mobile Tel: _____ Home Tel: _____ Business Tel: _____

3. Educational, Technical and Professional Qualifications

Please name any school, college, university or professional body in full and include qualification(s) achieved:		
School attended from the age of 11:	Qualifications/Achievements:	Dates from: ____ ____ ____ to: ____ ____ ____
College or University:	Qualifications/Achievements:	Dates from: ____ ____ ____ to: ____ ____ ____
Other:	Qualifications/Achievements:	Dates from: ____ ____ ____ to: ____ ____ ____
Are you a member of any other professional organisation?	Qualifications/Achievements:	Dates from: ____ ____ ____ to: ____ ____ ____

4. Additional Information

Please add any other relevant information about you that you think would indicate your suitability for the position applied for:

6. Declaration

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes No If yes, please provide details:

Do you require a work permit prior to taking up employment?

Yes No

You are required to provide relevant information to indicate that you have the right to work in the United Kingdom. This will take the form of proof of your National Insurance Number which can be obtained from various documents (eg P45, P60, National Insurance card etc).

The information that you provide on this form and that obtained from other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, we may also use this information if there is a complaint or legal challenge relevant to this recruitment process.

I authorise the company to obtain employment references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

I authorise the company to deduct the Disclosure Scotland fee from my salary in order to process my application.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete.

Any false statement may be sufficient cause for the Group to refuse your application or, if you are employed by the Group, your dismissal.

Signature:

Date: / /

7. Employer's Notes (For official use only)

Empty box for Employer's Notes.