

APPLICATION FOR EMPLOYMENT

Please return completed form to:

Pro-Align Ltd
The Old Orchard
Towcester Road
Greens Norton
Towcester
NN12 8AN

Delete Non-Applicable

Position applied for:-

Position: Sales Executive – Truck Alignment Specialist

Full-time	Part-time
Permanent	Temporary
Day work	Night work

APPLICANT Please complete in INK using BLOCK CAPITALS

Forename(s)	
Surname	
Previous Surname	
Home Address	
	Postcode
Tel. No.	Mobile
E-mail Address	

If you are shortlisted, you will be asked to produce one or more 'specified documents' (e.g. a P60, UK or Eire birth certificate, passport, work permit) confirming your eligibility to live and work in the UK in accordance with the Asylum and Immigration Act 1996 – Section 8.

Would you be able to produce such a document?	YES / NO
Would you have to move home if offered this job?	YES / NO
Do you have a current clean driving licence?	YES / NO
For what classes of vehicle?	
No. of any penalty points endorsed on current driving licence	
Have you ever had your driving licence revoked?	YES / NO

GENERAL EDUCATION	Secondary Education			Further Education		
	From	To	Name of school	From	To	Name of school
Examination results/qualifications obtained						

EMPLOYMENT	Name and address of current employer (or last employer if not currently employed)		Job title	From	To
			Reason for leaving?		
	Average gross pay	£ _____ per week / month / annum	Average No. hours worked per week?		
Previous employment (employer name & address)	1.			From	To
	2.			From	To
	3.			From	To

PRACTICAL SKILLS	Summarise job skills acquired and specialist training received
	What qualities do you have which most suit you to the job you are applying for?

GENERAL	What are your main interests, sports and hobbies?	
	To which clubs or societies do you belong?	
	Do you have any other employment (including any part-time work) which you intent to continue?	YES / NO <i>If YES, give details</i>
	Do you have any other commitments which may limit your working hours?	YES / NO <i>If YES, give details</i>
	Future training plans (give details of any courses you intend to pursue)	
	Have you ever been dismissed from employment?	YES / NO <i>If YES, give reason</i>
	Have you ever been convicted of a criminal offence? (NB. The Rehabilitation of Offenders Act 1974)	YES / NO
	Please give any other information relevant to your application, e.g. outline any notable achievements	

REFERENCES	Names and addresses of two references		
	Professional		
		Tel. No.	Can they be contacted now? YES / NO
	Character		
	Tel. No.	Can they be contacted now? YES / NO	

AVAILABILITY	When would you be available for interview?	
	If offered this job when could you start?	
	LEAVE – Do you have any holiday commitments in the next 12 months?	YES / NO <i>If YES, give details</i>
	– Have you any Parental Leave commitments?	YES / NO <i>If YES, give details</i>
	– Have you previously taken any Parental Leave?	YES / NO <i>If YES, state period</i>

How did you get to know about this job vacancy?	
Do you know anyone in our employment?	YES / NO <i>If YES, give names</i>

DECLARATION – Please read carefully, then sign and date your application	
<p><i>I can confirm that the above information is correct and I consent to it being processed (see DPA opposite) for the purposes of recruitment. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made and that questions left unanswered may be discussed at interviews arising from this application.</i></p>	
Applicant signature	Date

This application form was completed by: <i>(please tick)</i>
<input type="checkbox"/> Applicant only
<input type="checkbox"/> Applicant with some assistance
<input type="checkbox"/> Someone other than applicant

The Data Protection Act 1998 (DPA)

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given in your application (NB. REFERENCES are subject to your consent). You have the right to have your application processed manually and to appeal against any negative outcome of automated processing. Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed.