

Tech-Rec™ Recruitment Service

Instructions to complete the on-line application form

- You need to quote the correct reference number for the vacancy you are applying for (including positions with autopeople uk ltd) in the top left box of the Application Form. For general enquiries, please quote reference number TR100
- All sections of the Application Form need to be completed, please ensure that you include your National Insurance number, your application cannot be processed without this information. The Equality & Diversity Monitoring page is optional.
- We also invite you to attach your current CV and a covering letter to the Application Form; however, the CV cannot be used as a substitute for the Application Form.
- We will acknowledge receipt of your application if you provide an e-mail address. For specific vacancies your details will be forwarded to the relevant client, who will contact you directly.
- Should you have any queries or difficulties in completing the form please do not hesitate to contact us on 01623 872800 for further assistance.
- The completed application form should either be returned by:

E-mail: enquiries@autopeople.co.uk, quoting the reference number in the subject field

Post: Tech-Rec
autopeople uk ltd
Rufford Court
Wellow Road
Eakring
Nottinghamshire
NG22 0DF

Ref:

Office use only



Data:

Office use only

Please complete all sections and both pages of this self-assessment. It is confidential and will be used to match you to existing and future career and job opportunities

Full Name: Title: Previous Names:
Home Address:
Post Code: NI Number
Home Telephone: Mobile Telephone:
E-mail: Work Telephone:
Driving License(s) Held: Endorsements? Yes No
Date of Birth: Details/Dates of Endorsements?

Do you have any health conditions which you consider may affect you at work and/or interview and require special working arrangements/adjustments to be made?

Yes No

If yes, please provide details:

Have you ever been convicted of any criminal offences which are not yet 'spent' under the Rehabilitation of Offenders Act 1974 or any prosecution pending? Or for Northern Ireland applicants: The Rehabilitation of Offenders (NI) Order 1978?

Yes No

If yes, please provide details on a separate sheet and attach to this form.

A work permit is required by all non-EU citizens and Commonwealth citizens without a right of abode or settled status.

Do you require a work permit?

Yes No

Are you computer literate (indicate operating systems/software packages)?

How do you spend your leisure time?

Education. Please summarise your qualifications with dates:

Commercial Training. Please list details of any courses attended, with dates, and any professional membership obtained:

Please indicate your financial requirements: (nb. [IT IS ESSENTIAL TO COMPLETE THIS SECTION](#))

Minimum Basic Salary:

Total On Target Earnings:

Other Benefits Required:

Current/Previous Employment. Please outline start / end dates including month, position and Company (with locations) for at least the previous 10 years, including any period of self / unemployment:

Current:

Previous:

Describe your current (or most recent) position, your place within the company and the level of your responsibilities:

Preferred Organisation / Location. Please tick one or more boxes:

I would like to work for a:	Large automotive retailer / Manufacturer	<input type="checkbox"/>	Small Private owned business	<input type="checkbox"/>
	Medium sized automotive retailer	<input type="checkbox"/>	No preference	<input type="checkbox"/>
My preferred location is:	South East England	<input type="checkbox"/>	West Midlands	<input type="checkbox"/>
	South Central England	<input type="checkbox"/>	East Midlands	<input type="checkbox"/>
	South West England	<input type="checkbox"/>	East Anglia	<input type="checkbox"/>
	London / Homes Counties	<input type="checkbox"/>	Wales	<input type="checkbox"/>
	North East England / Yorkshire	<input type="checkbox"/>	Ireland	<input type="checkbox"/>
	North West England	<input type="checkbox"/>	Scotland	<input type="checkbox"/>
	No Preference	<input type="checkbox"/>		

Employment References: (people you have directly worked for please)

Can we contact your referees now, please indicate **YES / NO** in the relevant box below

Current:

Name:

Address:

Job Title:

Tel No.

Contact: Yes No

Previous 1:

Name:

Address:

Job Title:

Tel No.

Contact: Yes No

Previous 2:

Name:

Address:

Job Title:

Tel No.

Contact: Yes No

THIS SECTION IS ONLY APPLICABLE TO THOSE APPLYING TO WORK WITH CHILDREN OR VULNERABLE ADULTS:

I confirm that I am not on the ISA Barred List, disqualified from working with Children and/or vulnerable groups and do not have sanctions imposed by a regulatory body.

Please tick to confirm

I confirm the information given is true and accurate.

Please tick to confirm Date

Applications are welcome from all suitably qualified people regardless of age, race, religion, gender, marital status, disability or sexual orientation

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Equality & Diversity Monitoring

To enable us to satisfy the Code of Practice in Employment, applicants are asked to state their ethnic origin, age band and gender below. This information is given on a voluntary basis and will only be used to help us monitor our service; it will not prejudice or be used in conjunction with your application.

Ethnic Origin

- Bangladeshi Black African Chinese Black Caribbean Black Other
- White Indian Pakistani Other Asian
- Irish Other (please state)

For Northern Ireland only

To comply with the Fair Employment and Treatment (NI) Order 1998

- Protestant Roman Catholic Neither

Age Band

- 16 - 21 22 - 29 30 - 39
- 40 - 49 50 - 59 60+

Gender

- Male Female

If the vacancy that you are applying for requires a Criminal Records Bureau Disclosure this will be sought in the event of your application being successful. Information from disclosure will be held in strict confidence. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.