

References:

It is our policy to take up references for those short listed (by e-mail wherever possible). Please give the names of two referees who know you well enough to comment on your suitability for the position for which you are applying (one of them should be your present or most recent employer). If you have not been employed before give the name of a responsible person who knows you well but is not a relative.

1st Reference		2nd Reference	
Name	<input type="text"/>	Name	<input type="text"/>
Job Title	<input type="text"/>	Job Title	<input type="text"/>
Organisation	<input type="text"/>	Organisation	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
E-Mail Address	<input type="text"/>	E-Mail Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
May we contact them prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact them prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>

N.B. We will check the validity of any e-mail reference we are given.

DECLARATION

I confirm that, to the best of my knowledge, the information I have given in this application form is both true and correct. I understand that if, at a later date, it is discovered that I have knowingly withheld any information, disciplinary action may be taken against me, which may include dismissal.

Signed	<input type="text"/>	Dated	<input type="text"/>
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For Office Use Only:

Dbase Ref:	Application Date:	App & McQ Sent:	Returned:
Ack'd Date	Interview 1 Date:	Interview 2 Date:	
Rejection Letter Sent:	Acceptance Letter Sent:		

**Return To: HR Manager, Fleet Support Group, Gerald Jiggins House, Methuen Park
Chippenham, Wiltshire, SN14 0GX**



Application Form



Date / /

Position Applied For:

Where did you hear about this vacancy?

Personal Details

Surname **First name**

Preferred name

Address

Postcode

Telephone **Daytime** **Evening**

Mobile **Other** (specify)

E-mail address **Marital Status**

May we contact you by email for the rest of the recruitment process? Yes No

UK Drivers Licence? Yes No **Have you any endorsements?** Yes No

Do you have use of a car? Yes No

Your interests and hobbies

Use this space to give details of your hobbies and interests. Please give details of any awards, achievements etc.

Fleet Support Group is an equal opportunities employer

continued ...

Educational Qualifications

Schools

Examinations and Results

Further Education / Training

What other skills / qualities / attributes do you believe you can bring to Fleet Support Group?

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Employment History

Details of Previous Position

Name of Business

Type of Business

Your Position / Title

Your Duties

Date Started

Starting Salary

Hours Worked

Reason for Leaving

Other Information

		Date Finished	
£		Leaving Salary	£
	pa		pa
	Hrs wk	Holiday	Weeks pa

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Reason for Leaving

Other Information

	Date Finished	
£		£
	pa	pa
	Hrs wk	Holiday

Is there anything else you would like to tell us about yourself?

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Please record any dates on which you are not available for interview if selected

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Do you require any reasonable adjustments to the interview process?

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Availability to start if successful

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To enable us to appropriately plan training courses please provide dates that you will be unavailable in the coming months (e.g. planned holiday)

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