

Post Applied for:



Job Application Form

Please complete this form fully using **black or blue ink**. C.V.s will not be accepted on their own. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

Social Security N^o:

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Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work?

Yes

No

Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving license valid in the UK?

Yes

No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Brief description of duties:

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Period of Notice:

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Last day of service
(if no longer employed):

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Reason for leaving
(if no longer employed):

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Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 5 years and state nature of business - if not public sector

Name of Employer:

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Address:

Postcode

Position Held:

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Summary of duties:

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Reason for leaving:

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Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained

School	Subjects	Qualifications and grades obtained

Professional, Technical or Management Qualifications

Please give details:

Professional / Technical / Management Qualifications	Course Details

Membership of any Professional / Technical Associations - Please state level of Membership:

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Program or Course	Duration of Course

Section 6 Health

Your current health is important to us, please indicate below.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 7 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone Nº:	<input type="text"/>	Telephone Nº:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes No

Are you willing for this referee to be approached prior to the interview? Yes No

Gender

Male Female

Present Status

Internal Applicant External Applicant

Age Group

16-25 26-35 36-45
46-55 56-65 66-70
Over 70

Media

Please state where you saw this post advertised

Section 8 Declaration

Signed:

Date:

Rabeys Garage Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

RETURNING THIS FORM



By Hand or Post:

Rabeys Garage Ltd
PO Box 507
Northside
Vale
Guernsey
GY1 6DP

By E-Mail:

Ann.jansen@rabeys.com

Enquiries:

Telephone: 01481 244551