

Hartshorne Group

Distributor for Volvo Trucks
Support Dealer for Volvo Bus

** Please return your application to Jen Stephenson, Hartshorne Group, Bentley Mill Close, Walsall, WS2 0BN **

** Or email info@hartshorne.co.uk **

If you have any questions please call Jen Stephenson on 07870574684

APPLICATION FOR EMPLOYMENT

Private and Confidential

(Please complete all parts of this form in BLOCK capitals)

POSITION APPLIED FOR:	
-----------------------	--

PERSONAL DETAILS			
	<table border="1"> <tr> <td>Surname:</td> <td>Forenames:</td> </tr> </table>	Surname:	Forenames:
Surname:	Forenames:		
Address: Postcode:	Contact Telephone Numbers: Home: Mobile: Email Address:		
Please select your ethnic group (optional): <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Black, Black British, Caribbean or African <input type="checkbox"/> Mixed or multiple ethnic groups <input type="checkbox"/> White British <input type="checkbox"/> Other			

Do you have a criminal record or any county court judgments? (if so give details use additional sheet if required)
--

Do you hold a current driving licence? Type of vehicles licenced to drive? Penalty points on licence:	Yes/No
---	--------

Can you give an example where you were involved in a successful team and what quality you added to the team (Please use additional; sheet if required)

EDUCATION and QUALIFICATIONS			
Name/Location of School/College(secondary onwards)	From	To	Qualifications gained
Are you a member of any technical or Professional Associations?			

ADDITIONAL INFORMATION

Please use this space to provide any other information which you feel is relevant to your application. Please include details of your hobbies and leisure interests: (attach an additional sheet if necessary)

EMPLOYMENT HISTORY

List your previous positions in chronological order, finishing with your current position (attach an additional sheet if necessary). All offers of employment will be subject to our obtaining references from your previous employers but you will be consulted before any approach is made to your present employer. **Please attach your full CV to this application form.**

Dates Employed	Name of Employer & Nature of Business	Job Title & Purpose of Job	Reason for Leaving

CURRENT BENEFITS PACKAGE

Basic Salary: £_____ per annum

Other Benefits: (please give details)

Bonus Potential: £_____ per annum

Notice period required with employer _____

DECLARATION

- I hereby declare that, to the best of my knowledge and belief, the statements contained in this application (which includes any letter, CV or other document attached or supplied separately by me) are accurate and complete.
- I understand that, if I am appointed, any false or misleading information given by me in this application (or my omission of any information that should have been included) may render me liable to dismissal.
- I authorise the Company to obtain references, once an offer of employment has been made and accepted, and release the Company and referees from any liability arising from giving and receiving information for this purpose.
- I authorise the Company to hold and process information about my employment in line with the 2018 GDPR legislation. Your application will be stored on file for a period of 12 months if unsuccessful. Your information will be used for the purpose of recruitment and you may be contacted from time to time either via phone or email in relation to other job opportunities within the company. If you wish to be contacted in relation to other opportunities other than the one you have applied for, please opt out by ticking the box ☐

Signed by Applicant Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED

Applicants may be required to supply documentary evidence of qualifications referred to in this form