



Distributor for Volvo Trucks  
Support Dealer for Volvo Bus

**\*\* Or email [info@hartshorne.co.uk](mailto:info@hartshorne.co.uk) \*\***

If you have any questions please call Jen Stephenson on 07870574684

**Private and Confidential**

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

|   |            |    |   |
|---|------------|----|---|
| POSITION APPLIED FOR:   |            |    |   |
|   |            |    |   |
| PERSONAL DETAILS  |            |    |   |
| Surname:  | Forenames: |    |   |
| Address:  |            |    |   |
| Contact Telephone Numbers:<br>Home:<br>Mobile:<br>Email Address:  |            |    |   |
| Postcode:   |            |    |   |
| 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?<br>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<br>(Please use additional; sheet if required) |            |    |   |
|   |            |    |   |
| EDUCATION and QUALIFICATIONS  |            |    |   |
| Name/Location of School/College(secondary onwards)  | From       | To | Qualifications gained / working towards |
|   |            |    |   |
|   |            |    |   |

**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 |
|----------------|---------------------------------------|----------------------------|--------------------|
|                |                                       |                            |                    |
|                |                                       |                            |                    |
|                |                                       |                            |                    |

**YOUR APPLICATION**

In 500 words please let us know why you would like to join our apprenticeship program.

**SALARY INFORMATION**

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***