

# Essex Audi Group

## JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. You will be advised of the outcome of your application in writing. Please complete the form in BLOCK CAPITALS.

<b>Position Applied For:</b>	
<b>Where did you see this post advertised?</b>	

### 1. Applicant's Details:

<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Home Address:</b>		
<b>Post Code:</b>	<b>E-mail Address (Where Possible):</b>	
<b>Home Telephone No. (Include Full STD Code):</b>	<b>Work Telephone No:</b>	
<b>Mobile (Where Possible):</b>	<b>National Insurance No:</b>	
<b>Do you hold a current driving licence?</b>	<b>Have you previously worked for the Company</b>	
Yes Details of endorsements:	No	Yes* (*If yes, please give details)
		No
<b>Do you have any unspent convictions? (Rehabilitation of Offenders Act 1974)?</b>	<b>Do you have a health issue, which is relevant to your job application?</b>	
Yes* (*If yes, please give details)	No	Yes* (*If yes, please give details and any necessary adjustments required)
		No
<b>Are there any restrictions regarding your employment? i.e. do you require a Work Permit?</b>	<b>Nationality:</b>	
Yes* (*If yes, please give details)	No	
<b>Notice required by your current employer?</b>	<b>Date available to start work:</b>	
<b>Will you relocate if required?</b>	<b>Will you travel if the job requires</b>	
Yes No (Please delete as necessary)	Yes No (Please delete as necessary)	
<b>Please highlight the days and times available to work:</b>		
Mon am/pm	Tues am/pm	Wed am/pm
Thurs am/pm	Fri am/pm	Sat am/pm
Sun am/pm		





**5. About You...**

From the words listed below, please circle one word from each line that best describes your character:

1.	Confident	Gutsy	Talker	Humorous
2.	Polite	Loud	Listener	Friendly
3.	Team worker	Individual	Leader	Creative
4.	Initiative	Thinker	Bubbly	Methodical
5.	Expressive	Perfectionist	Ambitious	Settled

**6. Personal Statement**

Please describe below how the qualities you have circled above will help you in the role you have applied for.

**7. Additional Information**

Please list below any additional information for us to consider

References (\*Internal Applicants, continue to the end of this section)

Please give name, address and position/occupation of two referees. One must be your present or most recent employer and neither can be personal references. References will only be taken up for the successful candidate.

<b>Name:</b>	<b>Address:</b>
<b>Position:</b>	<b>Organisation:</b>
<b>Telephone Number:</b>	<b>Years Known:</b>

<b>Name:</b>	<b>Address:</b>
<b>Position:</b>	<b>Organisation:</b>
<b>Telephone Number:</b>	<b>Years Known:</b>

(\*Internal Applicants only)

<b>Managers Name:</b>	<b>Dealership:</b>
<b>Position:</b>	<b>Years Known:</b>

**8. Declaration and Signature**

The information supplied in this application form is accurate to the best of my knowledge.	
Sign	Date

By signing and returning this application form you consent to the Company using and keeping information provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on the application. Such information may include details relating to ethnic monitoring and disability; these will be used solely for internal monitoring and will not be disclosed to any third party.

# Essex Audi Group

## Diversity & Equal Opportunities Monitoring Form

Essex Audi Group aims to be an inclusive organisation where everyone is treated with respect, dignity, and where there are equal opportunities for all. Essex Audi Group respects and values the diversity of its staff and customers. We will tackle barriers to participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and customers. In the recruitment, training and management of staff and in all our day-to-day work with both colleagues and customers; we seek to create an environment where attitudes and biases that hinder progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

To ensure that Essex Audi Group attracts and recruits a diverse pool of applicants, we collect equal opportunity data. The details given in this form are confidential and will not be considered in any way during the process of selection and interview. Applicants are not required to provide this information. If applicants do not wish to complete the form, they will not be penalised in any way.

Please answer the questions by ticking the appropriate box.

Are you:		Female		Male		
Do you have a disability? (If yes, please provide details below.)				Yes	No	Decline to specify
<b>Please tick one or more boxes to describe your disability:</b>						
Dyslexia/specific learning difficulty		Asperger's syndrome				
Blind/visual impairment		Mental Health difficulties				
Deaf/hearing impairment		Unseen disability (e.g. diabetes)				
Wheelchair/mobility impairment		Other (please describe)				
Nationality:	UK	Other EC	Other ( <i>please specify</i> ):			
<b>How long have you lived in the UK? (<i>please tick one box only</i>)</b>						
I do not currently live in the UK			I have always lived in the UK			
< 1 year	1-4 years	5-10 years	11-20 years	21+ years		
<b>Age: (<i>please tick appropriate box</i>)</b>						
18-25	26-35	36-45	46-55	56-60	61-65	66+
<b>Please describe your ethnic origin: (<i>please tick one box only</i>)</b>						
(Ethnic origin questions are not about nationality, place of birth, or citizenship. They are about colour and ethnic group. Citizens of any country may belong to any of the groups indicated.)						
<b>White</b>		<b>Black or Black British</b>			<b>Chinese</b>	
British		Caribbean			Chinese	
Irish		African				
Any other White background		Any other Black background				
please specify:		please specify:				
<b>Mixed</b>		<b>Asian or Asian British</b>			<b>Other Ethnic Group</b>	
White and Black Caribbean		Indian			Any other	
White and Black African		Pakistani			<i>please specify</i>	
White and Asian		Bangladeshi			Decline to specify	
Any other mixed background		Any other Asian background				
<i>please specify</i>		<i>please specify</i>				