



NATIONAL AUTO PARTS

Unit 10 WIMSEY WAY
ALFRETON TRADING ESTATE
SOMERCOTES
DERBYSHIRE, DE55 4LS
TEL. (01773) 527210

Form Ref.- 73-112 / Version 1

APPLICATION FORM

Post applied for:	Closing date:
Where did you hear about this vacancy?	

PERSONAL DETAILS

Surname:	Forenames:
Title: (Mr/Mrs/Miss/Ms/Other)	
Address for correspondence:	
Postcode:	
Home telephone no:	
Mobile telephone no:	
Email Address:	
National Insurance number:	

PRESENT / LAST EMPLOYER

Name and address of employer:	
Postcode:	
Nature of business	Job Title / Post:
Date appointed:	Notice required:
Reason for leaving:	
Salary on Leaving:	
Description of duties:	

PREVIOUS EMPLOYMENT

(Start with the most recent first. Please continue on a separate sheet if necessary)

Employer name and address	Job title / post	Grade & salary	Dates (Month and Year)		Reason for leaving
			From	To	

EDUCATION, TRAINING AND QUALIFICATIONS

(Please continue on a separate sheet if necessary)

Secondary School / College / University	Dates		Qualifications Gained	Grades / Class of Degree	DATE
	From	To			

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OTHER RELEVANT TRAINING COURSE ATTENDED / ATTENDING

(Please continue on a separate sheet if necessary)

Organising body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Body	Type of Membership	Date Obtained

Please note it is the Company's policy to verify the qualifications of all successful applicants and you may be asked at a later stage in the recruitment process for your consent for the checks to be carried out.

INFORMATION TO SUPPORT APPLICATION

(In relation to the competencies outlined in the job specification please give details of any relevant experience, skills or knowledge to support your application, including why you are interested in the post. Continue on a separate sheet if necessary. If you are not applying for a specific role, please give details of any relevant skills, knowledge or experience you have to support your application)

OTHER DETAILS

Is your present post your sole regular employment?	YES/NO
If no, please give detail of any other regular employment and how this would affect your employment with this Company	
Do you have a valid driving licence?	YES/NO
If yes, what class of licence?	
Do you have any current endorsements on your licence?	YES/NO
Are you permitted to work in the UK in accordance with the Immigration and Asylum Act 1996? YES/NO	

DISCLOSURE OF CRIMINAL BACKGROUND

Have you ever been convicted of a criminal offence?	YES/NO
If yes, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not covered by the rehabilitation of Offenders Act 1975 (Exceptions) Order 1975.	

REFERENCES

(Please provide details of two referees below. One should be your present or most recent employer. Normally no offer of employment will be made without reference to him/her. If you have not previously been employed then Head Teachers and College Lecturers are acceptable)

1	Name:	2	Name:
	Status:		Status:
	Organisation:		Organisation:
	Address:		Address:
	P/code:		P/code:
	Tel.		Tel.
	How long have you known this person?		How long have you known this person?

Do you consent to us contacting your present employer prior to interview? YES/NO

DATA PROTECTION ACT

Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10, the right of access to personal data held about them.

DECLARATION

I declare that the information on this application is to the best of my knowledge complete and correct. I understand that any false, incomplete or misleading statements may lead to dismissal from the Company.
Signed : _____ Dated: _____

