



Main Kia Dealer Staffordshire

Please Return to:

Cobridge Road, Hanley, Stoke on Trent ST1 5JU, FAO: Sandy Metters, Office Manager
Phn: 01782 202782, Fax: 01782 204518, Em: customercare@kenjervis.com

APPLICATION FOR EMPLOYMENT - Confidential

Please complete this application form carefully and someone will contact you in due course with details of any vacancies that may deem suitable.

Position Applied For:

Full or Part Time?:

Personal Details

Title: Surname: Forenames:

Address:
.....
.....

Postcode:
.....

Telephone Numbers: *May we contact you at work?* Y / N
Private:
Mobile:
Business:

Date of Birth:
.....

Do you hold a current drivers license? Y / N
Provisional / Motorcycle / Car / HGV / PSV / None

Education

If you need any more space please attached separate sheet

Schools (attended from age 11)	from	to	Examinations & Results
College / University	from	to	Courses & Results
Vocational Training	from	to	Examinations & Results
Other Qualifications / Memberships	from	to	Grades / Membership Numbers

Employment History

If you need any more space please attached separate sheet

What is your current employment status?
Employed / Unemployed / Self-Employed / Serving Notice

Present Employer:

Type of Business:

Job Title:

Date Started:

Current Salary:

Reason for Leaving:

Previous Employer:

Type of Business:

Job Title:

Date Started:

Date Left:

Current Salary:

Reason for Leaving:

Previous Employer:

Type of Business:

Job Title:

Date Started:

Date Left:

Current Salary:

Reason for Leaving:

Interests & Hobbies

Please list any interests / hobbies / volunteer experience you may have & please add anything that you feel may support your application.

Health

This information will assist us in fulfilling our obligations under the Disability Discrimination Act

Do you consider yourself to have a disability? Y / N

Do you have a medical condition or ongoing medical treatment of which we should be aware? Y / N

If yes, please give details (if necessary please use a separate sheet):

How many sick days leave have you had in the last twelve months?

What were your reasons for your absence? (if necessary please use a separate sheet)

References

Please give the names, occupations & addresses of two referees. One of the referees should be your current or most recent employer. Referees will not be approached without your permission.

Name:

Address:

Occupation:

Contact Email:

Contact Phone No.:

May we contact this referee in advance of a job offer being made? Y / N

Name:

Address:

Occupation:

Contact Email:

Contact Phone No.:

May we contact this referee in advance of a job offer being made? Y / N

I confirm that the information given on this form is to the best of my knowledge, true & complete. I understand that any false statement may be sufficient cause for rejection or if employed, dismissal.

Signature:

Date: