



Jardine Motors Group

GUIDANCE NOTES FOR COMPLETION OF THE APPLICATION FOR EMPLOYMENT

We are committed to providing equal opportunities and our policy is to ensure that no job application or employee receives less favourable treatment, particularly on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age.

We have designed this application form to help us select the best candidate for the job and to eliminate the possibility of discrimination.

Please read these guidance notes carefully, before completing your application. If you need further assistance with this please contact us.

SECTION 1 – Personal Details

We have asked you to confirm only enough information to enable us to contact you regarding your application. To avoid discrimination in the selection process, we have deliberately not asked for your first name, sex or age.

We have asked if you hold a full driving licence, although this will only be relevant to certain positions.

Explanatory note A

You are asked to confirm if you have ever been convicted of a criminal offence, subject to the Rehabilitation of Offenders Act 1974. (ROA) This means that you are only required to declare any UNSPENT convictions.

There are some positions which are exempt from the ROA. At the time of your application you will be informed if the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and if so you will be asked to declare any convictions you may have. We will disregard those irrelevant to the post you are applying for.

Explanatory note B

We have asked you to advise us of any condition or special requirements that you have which may affect your ability to take part in the recruitment process or to perform the duties of the position.

This may be a medical condition but it might also be specific requirements you may have regarding the timing of interviews or working arrangements.

Any information you provide, will not count against you, but will help us consider ways to in which we can reasonably accommodate your needs and meet our responsibilities under the Disability Discrimination Act 1995 (DDA).

Please confirm if you consider yourself to have a disability within the meaning of the DDA. The DDA defines a disability as a physical or mental impairment, which has a substantial and long-term effect on the ability to carry out normal day-to-day activities.

SECTION 2 – Employment History

Please give the full name and address of your present and previous employers covering the last ten years. Provide a brief description of your duties to give an indication of your experience.

SECTION 3 – Education and Qualifications

Please list any qualifications you have gained at school or in further education and any other vocational training or attainments outside work, which are relevant to the position. You can confirm here, if you are a member of any professional institution.

SECTION 4 – Additional Information

Having regard to the duties of the position you are applying for, describe all the skills, abilities, knowledge and experience you have which you think are relevant to the post.

SECTION 5 - Declaration

Please read the declaration before signing your application, using only your last name and initials. If you are successful in your application, and it is subsequently found that you have misrepresented or falsified information on your application form your employment may be terminated.



Jardine Motors Group

APPLICATION FOR EMPLOYMENT

Position			
Dealership			
Department		Closing date	
What are your salary expectations:			

PLEASE READ THE GUIDANCE NOTES ON THE FRONT SHEET OF THIS FORM **BEFORE** YOU BEGIN COMPLETING YOUR APPLICATION.

SECTION 1: PERSONAL DETAILS

Surname		Initials	
Address			
Post Code		Evening Tel	
Day time Tel		NI Number	
Do you hold a full, current driving licence?			YES / NO
Have you ever been disqualified from driving?			YES / NO
Have you had any driving convictions in the past 5 years?			YES / NO
If yes to either question please provide details:			
Have you ever been convicted of a criminal offence?			YES / NO
<small>(Declaration subject to the Rehabilitation of Offenders Act 1974 – please read explanatory note A)</small>			
If YES please provide details:			
Do you have any condition or special requirements that may affect your ability to take part in the recruitment process and/or to carry out the duties of the position you are applying for? YES / NO			
<small>(Please read the explanatory note B)</small>			
If YES please tell us if there are any reasonable adjustments we can make to assist you during the recruitment process or to perform the job itself:			
Where did you hear about this vacancy? _____			

SECTION 2: EMPLOYMENT HISTORY

Please provide details of your PRESENT or MOST RECENT employment		
Employer's name, address, manager's name & title	Position, brief details of duties and salary	Period of employment (Specify your reason for leaving, if applicable)

Please provide details of your PREVIOUS employers to cover the last TEN years in total		
Employer's name, address, manager's name and title.	Position, brief details of duties & salary	Period of employment (Specify your reason for leaving)
Employer's name, address, manager's name and title.	Position, brief details of duties & salary	Period of employment (Specify your reason for leaving)
Employer's name, address, manager's name and title.	Position, brief details of duties & salary	Period of employment (Specify your reason for leaving)
Employer's name, address, manager's name and title.	Position, brief details of duties & salary	Period of employment (Specify your reason for leaving)

SECTION 3: EDUCATION AND QUALIFICATIONS

Please provide details and results of any SECONDARY EDUCATION or equivalent examination				
Name and Address of School/College	Certificate	Subject	Grade	Date

Please provide details and results of any FURTHER /HIGHER EDUCATION or equivalent examination				
Name and Address of School/College	Certificate	Subject	Grade	Date

Please provide details of any OTHER RELEVANT training or qualifications which you have obtained (either during or outside your employment)				

SECTION 4: ADDITIONAL INFORMATION

Please add here any additional information regarding your **EXPERIENCE, SKILLS AND ABILITIES** that you consider make you a suitable applicant for the position. (Continue on a separate sheet if necessary)

SECTION 5: DECLARATION

I confirm that to the best of my knowledge, the information supplied by me on this application form is correct.

Signature _____ Date: _____
(Initials and Surname only)



Jardine Motors Group

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

We are committed to providing equal opportunities and our policy is to ensure that no job application or employee receives less favourable treatment, on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age. To help us to monitor our policy please provide details below. This information will only be used for this purpose and will be kept in accordance with the Data Protection Act 1998.

SURNAME & INITIAL		DEALERSHIP	
-------------------	--	------------	--

SEX	<input type="checkbox"/> Male	<input type="checkbox"/> Female
-----	-------------------------------	---------------------------------

MARITAL STATUS	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Other
----------------	---------------------------------	----------------------------------	--------------------------------

DATE OF BIRTH	/ /
---------------	-----

DISABILITY	Do you consider yourself to have a disability? (See explanatory note)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------	---	------------------------------	-----------------------------

ETHNIC GROUP	Please tick which of the following categories indicates your cultural background.		
WHITE	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other		
MIXED	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other		
ASIAN OR ASIAN BRITISH	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other		
BLACK OR BLACK BRITISH	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other		
CHINESE OR OTHER	<input type="checkbox"/> Chinese <input type="checkbox"/> Other		
UNCLASSIFIED	<input type="checkbox"/> Unclassified/Declined to specify		

RELIGION	Please specify	<input type="checkbox"/> None
----------	----------------	-------------------------------