



**Administration Assistant
EMPLOYMENT APPLICATION FORM**

Please return completed form to:

Personnel Dept, ECM (Vehicle Delivery Service) Ltd, The Airport, Carlisle, CA6 4NW
or email to: ecmpersonnel@ecmvds.co.uk

- 1. Name: _____
- 2. Current Address: _____

- 3. Tel. No (Home): _____ Mobile No. _____
- 4. Email address: _____
- 5. Do you own a car to get you to work and back? YES/NO
- 6. If no, how would you propose to travel to and from work? _____

CURRENT EMPLOYMENT

(If unemployed please refer to question 16)

- 7. Name and Address of Employer: _____

- 8. Nature of Employment: (please give a detailed description of what your current work involves)

- 9. How long have you been employed in your current job? _____
- 10. How much notice is required? _____

NB: Current employers will not be contacted without your permission

- 11. Please explain, in detail, why you wish to leave your current employment and what improvement and rewards you expect to gain from a job change.

- 12. What is your present gross weekly pay? _____
- 13. If unemployed, how long have you been unemployed? _____
- 14. If unemployed, what were your gross weekly earnings in your last job? _____

The information you supply in this form will be treated in the **strictest** confidence.

15. What are your current hours of work, or if unemployed what hours did you work in your previous employment?

Monday to Friday _____

Saturday _____

Sunday _____

16. Please give details of your previous employment throughout the last 10 years stating employers name and address, dates of employment and nature of employment e.g. main duties and responsibilities.

1. From (date) to (date)

Name and Address of Employer:

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Nature of Employment:

Reason for leaving

2. From (date) to (date)

Name and Address of Employer:

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Nature of Employment:

Reason for leaving

3. From (date) to (date)

Name and Address of Employer:

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.....

Nature of Employment:

Reason for leaving

17. Have you ever been disciplined by an employer? YES/NO

If yes, please give details _____

18. Have you ever been dismissed by a previous employer? YES/NO

If yes, please give details _____

SKILLS AND QUALIFICATIONS

19. Please list any academic qualifications, including grades achieved at school, or as a result of further education:-

20. Please provide some details/experience/qualifications/etc. demonstrating:

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1. Your general computer literacy;
2. Your ability to the use of Excel;
3. Your ability to the use of Word;
4. Your ability to the use of Outlook.

21. Please list any technical qualifications resulting from previous job training, courses, etc:-

GENERAL QUESTIONS

22. Have you any special needs in order to complete the job? YES/NO
 If yes, please give details _____

23. Have you any objections to or is there any medical reason as to why you would not be able to wear a uniform whilst carrying out your duties? YES/NO
 If yes, please give details: _____

24. Do you have any criminal convictions which are not yet spent? YES/NO
 If yes, please give details _____

25. Are you prepared to work on Saturdays if required? YES/NO
 If no, please give details.._____

26. Do you have any holidays booked, which cannot be cancelled, or changed? YES/NO
 If yes, please give details _____

27. Please list any hobbies, pastimes, or sports, which you currently hold an interest in.

28. Please attach copies of any references, or list below names, addresses and telephone numbers of any referees (*preferably work-related*).

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

29. Do you know any member of staff currently working for E.C.M.? If so, who?

YES/NO

THANK YOU FOR FILLING OUT THIS FORM – PLEASE RETURN THE COMPLETED FORM TO:

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All Applicants Please Note:

To enable us to process your application form your personal details will be retained by our Personnel Department, which may include your personal details being stored on our IT System(s). These details will only be used in the assistance of processing your application and will not be used for any other reason. Our Privacy Standard may be viewed at www.ecmvds.co.uk

Equality Act 2010 - This act protects people from unlawful discrimination. We positively encourage applications from those who have the necessary skills and experience for the post applied for.

Please note that as required by the Asylum and Immigration Act 1996 all candidates invited to interview will be required to produce evidence of their eligibility to work in the UK.

I certify that the information I have given on this Employment Application Form is accurate. I understand that if the information is subsequently found to be false, my application may be rejected, or in the case of my appointment, I may be dismissed.

SIGNED: _____ DATED: _____