



16. If unemployed, how long have you been unemployed? \_\_\_\_\_

17. If unemployed, what were your gross weekly earnings in your last job? \_\_\_\_\_

18. If successful with your application how much notice are you required to give to your present employer?  
\_\_\_\_\_

19. What are your current hours of work, or if unemployed what hours did you work in your previous employment?  
Monday to Friday \_\_\_\_\_  
Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_

20. 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: .....  
.....  
.....  
Nature of Employment: .....  
Reason for leaving .....

2. From (date) to (date) .....  
Name and Address of Employer: .....  
.....  
.....  
Nature of Employment: .....  
Reason for leaving .....

3. From (date) to (date) .....  
Name and Address of Employer: .....  
.....  
.....  
Nature of Employment: .....  
Reason for leaving .....

21. Are you prepared to work shifts? YES/NO  
If no, please give details \_\_\_\_\_

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

23. Are there any social or domestic commitments or any other reasons which would prevent you at any time from working overtime as required? YES/NO  
If yes, please give reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SKILLS AND QUALIFICATIONS

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

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

- a. Your general computer literacy
- b. Your ability to the use of MS Excel
- c. Your ability to the use of MS Word
- d. Your ability to the use of MS Outlook

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

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## GENERAL QUESTIONS

27. Have you any Special Needs in order for you to perform the job? YES/NO  
If yes, please give details \_\_\_\_\_

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28. Have you consulted a doctor, at any time, in the past 5 years? YES/NO  
If yes, what were the reasons? \_\_\_\_\_

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29. How many days absence from work, other than for holidays, have you had in the past 2 years? \_\_\_\_\_

Out of these, how many days were due to sickness? \_\_\_\_\_

30. Have you ever injured yourself at work? YES/NO  
If yes, please give details \_\_\_\_\_

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

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32. 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 as Service Department Advisor? YES/NO  
If yes, please give details \_\_\_\_\_  
\_\_\_\_\_

33. Have you ever been disciplined by a previous employer? YES/NO  
If yes, please give details \_\_\_\_\_  
\_\_\_\_\_

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

35. Have you ever been dismissed from a job? YES/NO  
If yes, please give details \_\_\_\_\_  
\_\_\_\_\_

36. Do you know any member of staff currently working for E.C.M.? YES/NO  
If yes, who? \_\_\_\_\_

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

38. Please attach copies of any references, or list below names and telephone numbers of any referees (preferably work-related).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**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](http://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: \_\_\_\_\_