



Application form for external applicants

When you have completed and signed the form, please return it via email with a copy of your CV to recruitment@kgm-motors.co.uk

Position applied for:			
Personal details			
Title:			
Name:			
Address:			
Email:			
Telephone (Landline):			
Telephone (Mobile):			
National Insurance No:			
Do you hold a current driving licence?	Yes		No
Groups:			
Expiry date:			
Details of endorsements (if none, please insert "N/A")			
Do you have a current right to work in the UK?	Yes		No
If no, please provide details.			
Do you have any unspent convictions or conditional cautions?	Yes		No
If yes, please provide details.			

What are the key points that attracted you to this role?

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Why do you believe you are a suitable candidate for this position?

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What experience do you have (in your current role or previous employment) which you can bring to this position?

Please details any other information you wish to disclose to support your application.

Data Protection Statement

The Company will use the information provided by you on this form to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

The information will be subsequently used for administration and business purposes, in line with the requirements of the Data Protection Act, should you be successful in your application.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed

You may use a separate sheet to include more information on any of the above questions, if necessary, clearly marking the page number.

Equality & Diversity Monitoring Form

KGM UK Motors Limited wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form, contact Laura Jenkins – HR Manager.
Please return the completed form to recruitment@kgm-motors.co.uk

Employee Name:	
Preferred Name:	
Department:	
Start Date:	

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Black British Prefer not to say

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say

Any other Mixed or Multiple ethnic background, please write in:



White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in:

Other ethnic group

Arab Prefer not to say

Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work?
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say

If other religion or belief, please write in:

Thank you for your participation.