



# SUTTONS GROUP APPLICATION FORM

Please return the completed form to:-  
**The Human Resources Department, Suttons Group, Gorse Lane, Widnes, Cheshire WA8 0GG**

**APPLICATION FOR EMPLOYMENT** (Please complete in your own handwriting, If you are unable to complete in your own handwriting, please state reason and name of helper)

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment.

**POSITION APPLIED FOR:** .....

## PERSONAL DETAILS

Surname: .....

Forenames: .....

Address (inc. Post Code): .....

.....

.....

Telephone No.:..... Mobile No. ....

Date of Birth:.....

Do you have any friends/relatives working for the Suttons Group? If yes, please provide details:

.....

Do you hold a current Driving Licence?      Full      **Yes/No**      LGV      **Yes/No**

Licence No. ....      Expiry Date: .....

Length of time licence held .....

Do you have a current ADR certificate?      **Yes/No**

Expiry Date: ..... ADR Modules held: .....

Do you have any current endorsements? (Give details)

.....

Have you been involved in any blameworthy accidents within the past 5 years? **Yes/No.** if **yes**, please provide details:

.....

.....

**EDUCATION/TRAINING/QUALIFICATIONS**

(List details of further/Higher Education/Vocational Qualifications ie. GCSE's, NVQ's, Apprenticeships, 'A' levels, Degrees, etc.)

Secondary School/College/University/etc.	Date From/To	Qualifications obtained	Subject	Grade

**MEMBERSHIP OF PROFESSIONAL BODIES**

Awarding Body	Grade of Membership	Date attained

**OTHER SKILLS**

Any other skills that may be relevant to the job for which you have applied.

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**What are your hobbies/interests?**

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**Please provide here any other information that may assist your application, including why you believe yourself to be suitable for this job.**

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**Please use this space if you would like to add anything additional to support your application.**

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## RECORD OF EMPLOYMENT

Please give full details of current and previous employment including Military Service, vocational work or industrial placements, where applicable (working backwards from the most recent)

Name, address and business of employer	Dates		Position & Responsibilities	Salary	Reason for leaving and other relevant information
	From	To			

**OTHER INFORMATION**

Have you ever made an Employers Liability claim against a previous employer?	<b>Yes/No</b>
If yes, please give details below including date. .....	
Have you ever received a caution or been convicted by a court of any offence? <b>Yes/No</b> ( <b>DO NOT</b> include convictions, which are spent by virtue of the provision of the rehabilitation of Offenders Act 1974)	
If <b>yes</b> , please give details below including date. .....	
Have you ever appeared before a Traffic Commissioner? <b>Yes/No</b>	
If yes, please give details below including dates. .....	
Do you need a work permit to work in the UK?	<b>Yes/No</b>

**EMPLOYER REFERENCES**

All appointments are subject to the receipt of references satisfactory to the Company. Please provide details of two appropriate references to whom confidential enquiries may be made in writing. (Not members of your family)

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
Post Code.....	Post Code.....
Occupation: .....	Occupation: .....
Telephone No.: .....	Telephone No.....

No approach will be made to your present employer before an offer of employment is made to you.

Do you have a physical, mental or sensory impairment, which could:	
<b>a)</b> Prevent you from attending at interview or otherwise effect you during the recruitment process?	<b>Yes/No</b>
<b>b)</b> Impede your ability to carry out the various duties of the job for which you are applying?	<b>Yes/No</b>
If you answered 'yes' to a) or b) above, please provide relevant details and confirm any reasonable adjustments which you believe the Company could make in order to facilitate your attendance at interview and/or help you overcome any other disadvantage you may face.	

**DECLARATION**

- I declare that to the best of my knowledge and belief, all particulars I have given are complete and true.
- I understand that if I am employed and it is subsequently revealed that I have made false statements or omissions on this application form, it will be considered cause for dismissal.
- Where the application is successful the Company may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. By signing this form you will be providing the Company with your consent to these uses.
- By signing and returning this application form, you consent to the Company keeping information about you provided by you or third parties, such as referees, relating to your application or future employment.

Signed:.....	Date:.....
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# SUTTONS GROUP

## DIVERSITY MONITORING FORM

The Suttons Group values diversity and welcomes applicants from all sectors of the community. In order to monitor the effectiveness of our vacancy advertising and selection procedures, we monitor the demographic profile of applicants. Therefore we ask you to complete the following information to assist our monitoring:

Please note that this information is not used as part of the recruitment decision-making process. Recruitment decisions are made on the basis of merit-looking at the skills and experience of each candidate in relation to the vacancy applied for. All the data is kept in accordance with the provisions of the Data Protection Act, 1998.

Any queries on the use of this data or the Company's recruitment policy should be addressed to Human Resources.

**Position applied for:** .....

**Gender:**

**Male**  **Female**

**Age:** 16 – 19  20 – 29  30 - 39  40 – 49  50 – 59  60 +

**How do you describe your Ethnic origin?**

We recognize that the specified categories may not be appropriate for everyone. If this is the case please use the "Any other" box.

**White**

- British
- Irish
- Any other white background, please describe below:

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please describe below:

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.....

**Mixed**

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background, Please describe below:

**Black or Black British**

- Caribbean
- African
- Any other black background, please describe below:

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**Chinese or Ethnic Group**

- Chinese
- Any other group, please describe below:

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.....

**Do you require a work permit to work in the UK?**

Yes  No

Please state what documentation you can provide in order to demonstrate this e.g. passport, birth certificate, identity card, travel document etc. showing authorisation to reside and work in the UK

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**Do you have a particular religion or belief?**

Yes  No

If yes, please indicate

Christian  Buddhist  Hindu  Jewish  Muslim  Sikh  Other religion

Please state: .....

**Do you consider yourself to have a disability?**

Yes  No

If you answered yes, please describe the nature of your disability and if you require any special adjustments to be made to working premises, practices or equipment to enable you to take up this position or attend an interview?

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**How did you learn about this vacancy?**

Newspaper Advert

Please state.....

Friend  Careers / Job Centre

For the purpose of the Data Protection Act 1998, I give consent to the holding and processing of personal data provided by me to Suttons Group for purposes relating to Equality of Opportunity and Diversity.

Name: .....

Signed: .....Date: .....