

## Applying to join us

*Guidance: This application form has been designed to help us decide who to invite for interview and for use in the interview itself, so please answer all the questions as fully and as accurately as you can (using blue or black ink).*

## The job

The job you are applying for			
Location	Department		
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>
Would you be willing to work shifts, including nights and weekends, if the job requires it?		Yes / No	
If applicable, would you be willing to work on call, if the job requires it?		Yes / No	

## About you

Title Miss/Mrs/Ms/Mr/Other (please specify)			
Surname	Other Names in full		
Address			
Postcode			
Telephone Number	Mobile Number		
Email	NI Number		
Do you need a work permit to work in the UK?		Yes / No	

*Guidance: At the beginning of the recruitment process we will ask to see your valid passport with appropriate endorsements or other relevant documentation.*

Campaign Reference No:

(for internal use only)

If yes, do you have a valid work permit to enable you to take up this position? Yes / No

*Guidance: On your first day at work you will need to provide a valid passport or a UK Birth Certificate plus a P45, P60 or National Insurance card. A non EU passport will require a valid and appropriate endorsement that permits you to take employment in the UK.*

Do you have a current driving licence? Yes / No

Do you own a car? Yes / No

Any endorsements? Yes / No      Detail of Endorsements

Membership of professional organisation

Number of current points on your licence

## Your application

Now that you have read about the job please tell us why you are applying for this position and what knowledge, understanding or skills you have that might be relevant.

*Guidance: It might help to make rough notes first which may also include things like voluntary work, leisure activities or other experience that could all be relevant to this section.*

## Data protection

Data Protection Act 1998. The information given is likely to be processed by computer and will be used for recruitment and selection purposes only. If you come to work at Manheim or any of its subsidiary companies some of the information in this form will be transferred to our company records which will be used by the pensions administrator, occupational health provider and payroll services.

## Your present or most recent employment or place of education

Name of employer		Type of business	
Address			
Start date	Leave date	Leaving salary	
Job title			
Reason for leaving			
Notice period			
Are there any post termination restriction in place? Yes / No.			

## Your education, training and qualifications

Please tell us about any training courses, competency based awards and qualifications gained (if we offer you a job we may need to see evidence of your qualifications).

Subject	Level	Grade	Name and address of establishments attended

If you are currently studying, which university or college do you attend?

Which course are you taking?	When does your course finish?
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*Guidance: If you have studied overseas, please supply details of equivalent qualifications you have gained.*

## Your previous employment details

Date from	Date to	Full company name	Job title	Reason for leaving	Leaving salary

## Working time directive

The working time regulations are part of the Health & Safety Legislation and state that unless you have 'opted out', you are not allowed to work more than 48 hours per week on average. The limit on working hours also includes time you spend working for other organisations.

Under the regulations, you are obliged to tell us about any paid work you do apart from the position you have applied for with Manheim.

Name and address of additional employer(s)
What type of work do you do?
Are there any special hazards or night work involved?
How many days do you work per week?
How many hours on average do you work per week?
How long will the rest periods be, between the job you've applied for with Manheim and your other paid employment?

*Guidance: It is vital that you give us accurate information and let us know if your situation changes - if you fail to notify us in writing it could lead to your employment contract being terminated.*

## Your pastime and other supporting information

Please tell us about anything you get up to outside work that gives us a better idea of what you are like as a person and why you might be right for Manheim.

Activity	What it says about you	Activity	What it says about you

## Your health

If you answer 'Yes' to any of these questions, please supply details:

Have you had a major illness/operation in the past five years? Yes / No

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A medical condition which requires medication Yes / No

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Defective hearing or eyesight Yes / No

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Suffered any skin complaints or allergies Yes / No

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Do you have any special requirements that we need to be aware of in order to make adjustment at either interviews or to carry out the job if offered?

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How many days have you been absent due to sickness or injury in your last year of work? If you have been absent please supply details. *Please include last week of work*

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*Guidance: All applicants are asked to complete this section for personal safety reasons. If necessary you may be asked to attend a medical examination.*

## References

Two names should be given, both of whom should be your last two employers. References will only be requested once a formal offer of employment has been made.

Name	Name
Title	Title
Company	Company
Address	Address
Postcode	Postcode
Telephone Number	Telephone Number

Criminal Offences Yes / No

Date and nature of offence (including fines/sentence/court order)

Please supply details of any court-marshal, conviction, outstanding summons or prosecution (except spent convictions under the Rehabilitation of Offenders Act 1974). Any false statement will disqualify you from employment or, if it is discovered after your employment has started, it could lead to dismissal. If you have nothing to declare, please write 'none'.

*Depending on the role you have applied for we may need to arrange a credit and qualification check.*

## Consent

In the event of being offered employment with Manheim Group, I hereby express consent to Manheim Group carrying out and retaining employment or personal reference concerning my past employment and/or suitability for the role offered.

Name	
Signature	Date

## Your declaration

I declare that the information given by me on this application form is correct. I understand that my application may be rejected or I may be dismissed if I have given false information or withheld relevant details.

Name	
Signature	Date

## Your emergency contact details

Emergency contact name	Relationship
Telephone Number	

### Office use only

Payroll Number	Cost Code
Introduction Flag	Yes / No

Allocated equipment / benefits:-

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Company Car          | <input type="checkbox"/> Company Health Cover | <input type="checkbox"/> Laptop      |
| <input type="checkbox"/> Fuel Card            | <input type="checkbox"/> Company Pension      | <input type="checkbox"/> IT notified |
| <input type="checkbox"/> Company Mobile Phone | <input type="checkbox"/> Blackberry           | <input type="checkbox"/> Other       |

## How did you hear about us

By telling us how you heard about this vacancy, you will be helping us to keep track of how our recruitment initiatives are performing.

Where did you hear about it?

(e.g. press, please state publication name, date of edition)

How did you receive the application form:

Post (in response to a phone call)

Recruitment website

Employment agency / job centre

Personal request

Manheim employee

If employee please state:

Name

Location

Department

Other (please specify)

*Thanks for completing this section*

Name

Signature

Date

