



Thank you for your recent enquiry into a job vacancy at County Car & Van Rental. This application pack includes information and forms to help you apply for the position. Good luck!

Included in this Pack

- Job Application Form
- Pre-Employment Medical Questionnaire

Closing date for applications for this position:
(if blank, then applications may close at any time) _____

What to Do: Online Applications Only

- Read all of the associated information thoroughly. If you still wish to apply for the position:
- Ensure you are using Adobe Reader 9 or above. You can download and install Adobe Reader from here.
- When this form is open in Adobe Reader, a purple bar appears at the top of the screen. Upon completion click "Submit Form" on the purple bar. Adobe Reader will then submit the form through your email account.
- Complete the form in its entirety. Check any additional instructions that may be included on each page.
- You may also print off or save your completed form to your computer's hard disk.
- You cannot "sign" this online form but in submitting this form you are making a binding declaration of truth.
- County Car and Van Rental accepts no responsibility for forms lost in electronic transit.


What to Do: Posted Applications Only

- Read all of the enclosed information thoroughly. If you still wish to apply for the position:
- Complete the forms in their entirety. Check any additional instructions that may be included on each form.
- Do not send original certificates / documentation etc. with your application, as we cannot undertake to return any enclosures that you may include.
- County Car and Van Rental accepts no responsibility for forms lost in transit.
- Send the completed forms either in the envelope provided, or a **large sealed envelope** addressed to:

County Car and Van Rental
Human Resources Manager
St Mary's Way
Stockport
Cheshire
SK1 4AP

- Please mark your envelope "Private and Confidential" and post it to arrive **before** any specified closing date.
- Please ensure you use the correct postage for the size and weight of your envelope, as we will refuse to pay any penalty charges issued by the postal service. This will result in the voiding of your application.



 **Notes, instructions and guidance on completing this application form can be found on page 6.**

Vacancy Details

Position applied for: _____ If I was offered this job I would be able to start from: _____

Personal Details

Surname: _____ Forenames: _____

Address: _____

Postcode: _____

Home Telephone Number: _____ Work Telephone Number: _____

Mobile Telephone Number: _____

Education and Qualifications ⓘ We may check these details with external agencies to ensure the accuracy of the information you provide.

Please give details of secondary schools, colleges, universities, or any other further education establishments attended since the age of 11, together with examinations taken. (Please include all results and grades, including failures.)

Place of Education	Starting Date	Leaving Date	Examinations and Qualifications

Please state any other qualifications, languages or skills which you consider might be relevant to your application:

Employment History

① Please include any periods of unemployment in the table below.

Please give details of your last four employers, starting with the most recent. We may use any of these employers as referees.

Employer's Name & Address	Start & Leaving Dates	Annual Salary	Job Description	Reason for Leaving

Previous Experience

Please give brief details of your previous experience, outlining your main duties in your employment and any additional information to support your application.

Job-Related Training

If you have received any job-related training, please give full details. Include dates, duration, location and subjects covered.

Professional / Institute Membership

① We may check these details with external agencies to ensure the accuracy of the information you provide.

If you have either been a member of a professional association, institution or trade union, please provide details of your current status and specify any office you may have held.

Name of Organisation	Qualification / Level of Membership / Membership Details / Office Held

Supplementary Information

Many of these questions can simply be answered 'Yes' or 'No'. Please give full details of any positive answers in the space provided.

What salary are you seeking per hour / annum?

What are your hobbies, sports and interests?

Do you have any holidays arranged within the next twelve months?

Are you willing to work weekends, as applicable?

If appropriate, are you willing to work shifts?

Do you know anyone employed by this company?

Have you ever worked for this company before?

How many weeks notice are you required to give to leave your current employment?

How long have you lived at your current address?

Do you have any other employment or commercial interests?

If you were to accept a position within this company, would you continue to work in any other capacity?

Do you have a current driving licence? If yes, please list the categories (for example, C1+E):

Do you have any endorsements on this licence?
(Please include any pending endorsements.)

Have you had any accidents while driving, in the last three years?

Criminal Convictions

① We may check this answer with the Criminal Records Bureau to ensure the accuracy of the information you provide.

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974?
Please write either 'Yes' or 'No' in this space:

Right to Work in the UK

ⓘ This question is included to comply with our obligations under the Asylum Immigration Act 1996

If you are invited to interview please bring along proof of your right to work in the UK. The list below may help in providing such a document:

- NI Number: _____
- P45
- P60
- Previous payslip
- Passport
- EEA Passport
- Certificate of Registration as a British Citizen
- British Certificate issued in the UK or Republic of Ireland
- Travel document to show you are exempt from immigration control
- UK residence permit
- Work permit
- EEA Identity Card

I can provide confirmation that I am legally entitled to work in the UK: [Yes / No]

Availability to Work

Would you be willing to work overtime? [Yes / No]

Are you applying for a full or part time job? [Full time / Part time]

If you are applying for a full time job would you accept a part time job instead? [Yes / No]

About the Vacancy

How did you hear about the vacancy?
(If through a current company employee, please state who referred you.) _____

Are you a New Deal candidate from the Job Centre? [Yes / No]

Disabilities

We are positive about disabilities. If you have a registered disability you would like us to know about, please tell us about it and how we can help you, in the space below. You should know that due to reasons beyond our control, our premises are particularly difficult for wheelchair users and those with walking difficulties.

We operate a guaranteed interview scheme for those with registered disabilities. Would you like to exercise this right? [Yes / No]

Please note that only candidates meeting the minimum person specification will be invited to interview.

(If 'Yes', please bring along proof of your registration to the interview.)

Additional Reference

ⓘ This is in addition to the employers you specified on page 2. The referees should be unknown to one other.

Please give the name and address of someone who would supply a character reference on your behalf:

Continuation Space

- If you require additional space for answering any question in this application form, please use the space provided below.
- Clearly indicate which question you are answering. Indicate any use of this continuation space in your original answer.

Notes, Instructions and Guidance

- Please apply for only one position using this form. If you are applying for multiple positions, please use a separate form for each.
- All questions should be answered in your own handwriting. Circle applicable items in square brackets, where indicated.
- Please use the continuation space provided on page 5 if you run out of space.
- If employment is offered and accepted, employees are required to notify the Managing Director within 7 days, of any changes to personal circumstances as entered in the section entitled Supplementary Information.
- It is the company's policy to employ the best qualified and suitable personnel and provide equal opportunity for the advancement of employees, including promotion and training and not to unjustifiably discriminate against any person because of race, religion, creed, colour, sex, sexual orientation, or any other irrelevant factor.
- It is the company's intention to ask for references prior to any provisional offer being made, from the persons nominated.
- Original documents should not be sent, as the company cannot undertake to return any enclosures that may be included with this application form.
- All appointments are made subject to the satisfactory clearance of references, and all employees are required to satisfactorily complete a designated probationary period.
- Employees are required to be fully mobile in their work operations. Employment is offered and accepted on the understanding that all individuals may be required to work at any location, as specified in the Contract of Employment.
- We may contact third parties regarding your application and the details you provide. This is done in accordance with the Data Protection Act 1998.

Declaration

Do not make a false declaration. To do so may result in your application being rejected or instant dismissal.

- I warrant that I have completed this form to the best of my knowledge and belief; all the particulars given are true and complete.
- I understand that any false statement may be sufficient cause for rejection or, if employed, could be classed as gross misconduct.
- I authorise you to hold this form in a secure place and to process my application in accordance with the Data Protection Act 1998.

Signed: _____ Name (Block Capitals): _____ Date: _____

For Office Use Only

Invite to Interview Stage One? [Yes / No] Reason for rejection: _____

Date of interview: Refs checked: _____

Interviewer: Right to work checked? [Yes / No]

Comments: _____

Invite to Interview Stage Two? [Yes / No / N.A.] Reason for rejection: _____

Date of interview: _____

Interviewer: _____

Comments: _____

Offer candidate position? [Yes / No / N.A.] Reason for rejection: _____

Date offer letter sent: _____

If candidate declined the position, state reason (if known): _____



Vacancy & Personal Details

Position applied for: _____

Surname: _____ Forenames: _____

Address: _____

Postcode: _____

Contact Telephone Number: _____ Date of Birth: _____ Gender: [Male / Female]

Name and Address of your GP: _____

Postcode: _____

Occupational History

① We may check this information with your nominated referees to ensure the accuracy of the information you provide.

Has your employment ever been terminated on the ground of ill health? [Yes / No]

Approximately how many days / weeks sickness absence did you have in the last twelve months? _____

Medical History

What is your height? _____

What is your weight? _____

How many units of alcohol do you consume weekly? _____

Do you smoke? [Yes / No]

Are you currently taking prescribed medicine? [Yes / No]

Are you currently under the care of a doctor or medical professional? [Yes / No]

Pre-Employment Medical Questionnaire

Page 2

History of Illnesses

Please **circle** any illness, disease or complaint from the lists below that you are suffering, or have suffered from in the past:

[Heart Trouble / Lung Disease / Stomach Trouble / Bowel Trouble / Jaundice / Hepatitis / Visual Impairment]

[Diabetes / Allergies / Headaches / Migraine / Severe Stress Reaction / Serious Accident / Hearing Problems]

[High Blood Pressure / Asthma / Hernia or Rupture / Kidney Disorder / Bladder Disorder / Skin Problems]

[Back Problems / Neck Problems / Fits, Blackouts or Epilepsy / Depression or Anxiety / Surgical Operations]

Continuation Space

If you have answered 'Yes' to any question on this form, or circled any item in the list above, please give details and approximate dates where relevant in this space:

Declaration

Do not make a false declaration. To do so may result in your application being rejected or instant dismissal.

- I warrant that I have completed this form to the best of my knowledge and belief; all the particulars given are true and complete.
- I understand that knowingly withholding medical information may be sufficient cause for rejection or, if employed, could be classed as gross misconduct.
- I authorise you to hold this form in a secure place and to process my application in accordance with the Data Protection Act 1998.

Signed: _____ Name (Block Capitals): _____ Date: _____