

| Administration Application FormMathewsons Classic Cars Ltd |
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| **PLEASE COMPLETE ALL FIELDS ON THIS FORM ENSURING THAT ALL INFORMATION IS CORRECT THE BEST OF YOUR KNOWLEDGE – IF A SECTION DOES NOT APPLY TO YOU, PLEASE ENTER N/A – BLANK SECTIONS MAY DELAY YOUR APPLICATION.** |
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| **Section 1 Personal Details** |
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| **Title** |       | **Last Name** |       |
| --- | --- | --- | --- |
| **First Names** |       |

| **Address** |       |
| --- | --- |
|  |       |
|  |       |
| **Postcode** |       |
|  |
| **Home Telephone Number** |       |
| **Mobile Telephone Number** |       |

| **E-mail address** |       |
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| **Section 2 Right to Work** |
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| **Do you have the right to take up employment in the UK and, if necessary, do you have a work permit?** | ☐ **Yes** | ☐ **No** |
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| **Section 3 Education & Qualifications** |
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| **Date From** | **Date To** | **Name of Establishment** | **Examinations taken and Qualifications Gained****(Specify Grades)** |
| --- | --- | --- | --- |
|       |       |       |       |

| **Section 4 Employment History** |
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**Please give details of your last three jobs, beginning with your present or most recent.**

**Any relevant posts before then may also be mentioned.**

| **Name and Address of Employer** | **Date From** | **Date To** | **Job Title & Descrition and Responsibilities** | **Reason for Leaving** |
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|       |       |       |       |       |

| **Section 5 Knowledge of Technology** |
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| **Please describe any experience you have using IT software, computers etc.** |
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| **Section 6 Experience of Customer Service** |
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| **Please describe any roles where you have displayed excellent customer service.** |
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| **Section 7 Knowledge of Motor Industry** |
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**What knowledge or experience do you have of the motor industry?**

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| **Section 8 Interest, Hobbies and Sports** |
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**Please give details of any interests you have or hobbies and sports that yout take part in.**

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| **Section 9 Referees** |
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| **Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us)** |
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| **Reference 1** | **Reference 2** |
| --- | --- |

| **Name** |  | **Name** |  |
| --- | --- | --- | --- |

| **Their Position (job title)** |  | **Their Position (job title)** |  |
| --- | --- | --- | --- |

| **Work Relationship** |  | **Work Relationship** |  |
| --- | --- | --- | --- |

| **Organisation** |  | **Organisation** |  |
| --- | --- | --- | --- |
| **Dates Employed** |       | to |       | **Dates Employed** |       | to |       |

| **Address** |  | **Address** |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Postcode** |  | **Postcode** |  |

| **Telephone No:** |  | **Telephone No:** |  |
| --- | --- | --- | --- |

| **E-mail:** |  | **E-mail:** |  |
| --- | --- | --- | --- |

| **Section 10 Criminal Record** |
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**Please give details of any criminal convictions except those spent under the the rehabilitation of offenders ACT 1974.**

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| **Section 11 Declaration** |
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**Please carefully read the paragraph below and sign and date the form**

| **I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.** |
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| **Signed:** |  | **Date:** |       |
| **Mathewsons Classic Cars Ltd undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Mathewsons Classic Cars Ltd may keep your details on file pending suitable opportunities that may arise in the future.****Please tick if you do not wish us to hold your details. ☐** |

**Please return your completed form along with any supporting documents to**

**hannah@mathewsons.co.uk**