

PRIVATE & CONFIDENTIAL

www.mcgrouppltd.co.uk

**APPLICATION FOR EMPLOYMENT
(MC GROUP LTD/MC TRUCK & BUS LTD/MC RENTAL LTD)**

(Please complete all sections of this form.)

Position applied for:	
Return completed form to:	email:mcgroup.recruitment@mcgrouppltd.co.uk or post to HR Department, MC Group Ltd, Beddow Way, Forstal Road, Aylesford, Kent, ME20 7BT

Personal details

Title: (Mr, Mrs Miss etc)	
First name:	
Middle name:	
Surname:	
Preferred first name:	
Current address:	
Home telephone number:	
Mobile telephone number:	
Email address:	

MAIDSTONE (Head Office)
Beddow Way, Aylesford North
Maidstone, Kent, ME20 7BT
T: 01622 710811
E: contactus@mcgrouppltd.co.uk
www.mcgrouppltd.co.uk

Depots at:
Burgess Hill
Hythe
Southampton
Tel:
01444 230700
01303 266864
023 8066 3500

Depots at:
Thurrock
Witham
Larkfield
Tel:
01708 868956
01376 520727
01622 718511

Registered Office: Beddow Way,
Forstal Road, Aylesford North,
Kent ME20 7BT.
Registered in England & Wales No: 2035458

Employment History

List below present and all past employment, beginning with your most recent. Please use a separate sheet if necessary.

Current or last employer name:		Job title:	
Date started:		Date left (if applicable):	
Salary and benefits:			
Main duties and responsibilities:			
Job title:	Employer:	Dates (from-to) and reason for leaving:	Summary of duties:

Education and Training

Secondary Education:	Exams taken and grades obtained:
Further/higher education:	Qualifications/grade:
Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):	
Do you have membership of any professional bodies? (if so, please give details):	

Supporting Information

Please state why you are applying for this post. Outline any aspects which you consider relevant to this vacancy and why you consider yourself to be suitable. Use additional sheets if necessary.

Other Details

What is the notice required in your present post?

Have you any friends/relatives working for this Company (if yes give details)

Have you been interviewed at any MC Depot before? (if yes give details)

Are there any restrictions on your right to work in the UK? If yes, please state

Restrictions and the expiry date of any permissions.

What categories of driving licence do you hold?
Provide details of driving endorsements (if none, please insert N/A)
Where did you see the advertisement for the post?
If offered this position will you continue to work in any other capacity (if yes give details)

References

Please give the details of two referees, stating how long you have known them.
(One should be your current or most recent employer.)

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview? YES NO	May references be taken up before interview? YES NO

Data Protection

All the information collected in this form is necessary and relevant for the recruitment process. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interest to process the information provided by you in this form. For more information on how we use the information you have provided, please see our job applicant privacy notice either already received by you on application to mcgroup.recruitment@mcgrouppltd.co.uk or attached.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct and accept that deliberately providing false, incomplete or misleading information could result in my dismissal.

Signed:

Dated: