



Close Motor Finance Limited

Application Form

For the post of:
Department/Branch
Closing Date

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.....
.....

First Name
Surname
Address

.....
.....
.....
.....
.....

Post Code
Tel. No. (Home)
Tel. No. (Work)
May we contact you at work?
NI. No.

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.....
.....
Yes/No
.....

Education and Professional Training

	Dates	Qualification/Level	Grades/Class
Secondary Education School			
Further Education (College/University – including professional qualifications.)			



Close • Car Division



Close • Motorcycle Division



Close • Light Commercial Division

Additional Training/Professional Qualifications	Date	Level/Grade

Other Skills
(Qualifications and skills, including languages, keyboard skills etc.)

Present or most recent employment

Job Title		Employer's Name & Address
Salary/Grade		
Other Benefits		
Starting Date		
Date left		
Period of Notice		
Reason for leaving		

Please outline your duties.

Relevant Experience

Using the Job Description and Person Specification provided please give details of aspects of your achievements, education, experience and training gained, either at work or otherwise, which you consider will enable you to successfully do this job. – (Please continue on a separate sheet if necessary)

Other Information

Do you hold a current driving licence?	Yes/No If yes, Full/Provisional
How many days were taken off work due to illness in the last 12 months?	
Under the provisions of the Rehabilitation of Offenders Act 1974, have you ever had a criminal record/convictions?	Yes/No
If yes, please give details.	
In order to comply with current immigration regulations will you require a work permit before taking up paid employment?	Yes/No
How did you become aware of this vacancy?	
Do you consider yourself to have a disability?	Yes/No
Would the provision of any aids or adaptations assist you in carrying out the duties of the post?	Yes/No
If yes, please give details.	
Please give details of any provision you require if invited for interview:	

Declaration

I understand and agree to the following:

- A medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance;
- Any offer of employment is made subject to obtaining suitable references and to obtaining a credit check which is deemed as satisfactory by the company;
- That giving false information may lead to disciplinary action including dismissal

I declare that the information given in this application is correct and that all relevant details have been given.

Signed Date

Please return your completed Application Form to:

**Human Resources
Close Motor Finance Limited
Roman House
Roman Road
DONCASTER
South Yorkshire
DN4 5EZ**