

STRICTLY CONFIDENTIAL

Please complete one Application Form per Vacancy.

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION WITH THIS APPLICATION FORM:

- 1. Copies Of Qualifications**
- 2. One Character Reference Letter (see page 4 for more details).**

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The completed Application Form must be returned to:

hrm@bassadone.gi or to the following address:

Toyota Gibraltar Stockholdings
Attn: Human Resources Department
42 Devils Tower Road
Gibraltar

APPLICATION FORM

POSITION APPLIED FOR:

APPLICANT'S DETAILS

First Name(s):

Surname:

Home Telephone:

Mobile:

Email:

Address:

I.D. Card (or) Passport No.:

Do you hold a current driving licence? Yes ☐ No ☐

Please state which group(s) your driving licence is for and Country of issue.

Group (s):

Country of issue:

Do you need a work permit? No ☐

Yes, and I already have one ☐ Expiry date:

Yes, and I do not have one ☐

EDUCATION & TRAINING / QUALIFICATIONS

Please tell us about your education and any qualifications which you have attained. Include relevant courses which you are currently undertaking. First School details are not required.

Are you Bilingual in English and Spanish both written and spoken?

☐ Yes ☐ No

Any other languages? Please specify

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***Secondary Education:**

School	From	To	Qualifications gained: state subjects, grades

***Further/Higher Education**

(Include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)

University / College	From	To	Full or Part Time	Qualifications and classifications of Degree if applicable. Include any other awards.

***Professional Qualifications (Include grade of membership and date of award)**

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***Details of other vocational or technical courses, not included above, along with any apprenticeship/training in a trade or profession and dates**

***Training**

Please list training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post.

Present / Most recent employer

Name:		
Address:		
Job Title:	From:	To:
Brief Description of Duties:		
Notice Period:		
Reason for leaving:		

Previous Employer

Name:		
Address:		
Job Title:	From:	To:
Brief Description of Duties:		
Notice Period:		
Reason for leaving:		

REFERENCES

All candidates – Please give details of one referee (non related) whom we may ask about your suitability for the post. **Please also provide one character reference letter, attached to this form (not more than 1 year old) from a person who is not related to you and has known you for at least 2 years.**

If you are school/college/university leaver, please provide the names and address of a head-teacher or tutor and also the manager of your most recent work experience placement (if applicable).

We reserve the right to approach your previous employer.

Reference 1: (from present or most recent employer) Name: Address: Telephone Number: E-mail: Capacity in which referee is known to you: Occupation: Date of Employment: (dd/mm/yyyy) Please tick box if you do not wish referee to be contacted until you have been notified <input type="checkbox"/>

SUPPORTING INFORMATION

Please provide any information you consider relevant, including your reason for applying for the post and how you meet the requirements of the job. Please highlight any knowledge, experience and skills you have and provide examples that demonstrate them.

IMPORTANT INFORMATION

Criminal Convictions

Have you ever been convicted of any offence by any Court?

Yes ☐ No ☐

If yes, please give full details: **(We will only take them into account if we consider them relevant to the post for which you have applied).**

Do we have your authority to proceed with a data protection check from the Royal Gibraltar Police?

Yes ☐ No ☐

Disability discrimination

All information will be treated in confidence.

Bassadone Automotive Group believes that people are disabled by barriers society places in their way and not by their own impairments. We believe that everybody has a role to play in society and we want our company to benefit from the widest range of talent available. Our recruitment policy aims to reflect these beliefs.

Do you have a disability? Yes ☐ No ☐

If yes, please state the type of disability you have:

Do you have any particular requirements in order to attend an interview? Yes ☐ No ☐

If yes, please give details:

DECLARATION

I certify that the information provided is true and accurate and in particular that I have not omitted any facts which may have a bearing on my application. I understand that any subsequent contract of employment with the company will be made on the basis of the information I have provided. I understand that a false declaration which results in my appointment with the company's service will render me liable to dismissal without notice. I give explicit consent that the information which I give in this form may be processed in accordance with the Company's registration under the Data Protection Ordinance 2006.

Signature:

Date: