



Platinum

MOTOR GROUP

Application Form

- Any information that you provide will be treated as strictly private and confidential.
- If you give any information, which you know to be false, or if you withhold any relevant information, this may lead to your application being rejected.
- Please return your application to the HR Manager, Platinum Motor Group via email: hr@platinummg.co.uk or print a copy and post to HR Manager, Platinum Motor Group Head Office, 12 Meridian Business Park, North Bradley, Trowbridge, Wiltshire BA14 0BJ

| | |
|---|--|
| Position Applied for: | |
| Location (if known): | |
| Department: | |
| How did you hear about this vacancy: | |
| From which date would you be available to start work: | |

| | |
|---|------------------|
| PERSONAL DETAILS: | |
| Title: Surname: | Forename/s: |
| Address: | Home tel number: |
| | Mobile number: |
| | Work number: |
| | E-mail address: |
| Postcode: | |
| Do you have a full current Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Provisional <input type="checkbox"/> | |
| <small>Some positions within the Platinum Motor Group will require some business related travel - if applicable, this will be specified in the job description of the position applied for.</small> | |
| If Yes, is your licence free from Endorsements: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If No, please give details: | |

| SECONDARY EDUCATION | | | |
|--|---------|-------|-------|
| Please include 'O' Level/GCSE and A level qualifications or equivalent | | | |
| School attended | Subject | Level | Grade |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| FURTHER/HIGHER EDUCATION - Please include all training starting with most recent first | | | |
|---|---------|-----------------------|----------------|
| College/University attended | Subject | Type of qualification | Level of award |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |

| RELEVANT TRAINING COURSES ATTENDED / COMPLETED | | | | | |
|---|------|----|---------|-----------------------|----------------|
| Course title | From | To | Subject | Type of qualification | Level of award |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| PROFESSIONAL QUALIFICATIONS / MEMBERSHIP OF PROFESSIONAL BODIES | | |
|--|---------------------|------|
| Name of institute / organisation | Level of membership | Date |
| | | |
| | | |
| | | |

EMPLOYMENT HISTORY - In chronological order - most recent first. Leave no gaps unaccounted for
EMPLOYER: - (Present or most recent)

| | |
|----------------------------|--|
| Name of employer: | Nature of business: |
| Address: | Position held: |
| | Date started: |
| | Leaving date: |
| | Current/Leaving salary: Benefits and bonus details: |
| Postcode: | |
| Duties & responsibilities: | |
| Reason for leaving: | |

| | |
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| Postcode: | |
| Duties & responsibilities: | |
| Reason for leaving: | |

Please continue on a separate sheet, if necessary

REFERENCES

Please provide names and addresses of two referees. One of these should be your present or most recent employer. If you have just left education please give the name of a head teacher or an appropriate teacher or lecturer. In all cases a referee should not be a relative. We will only request references with your authority.

| 1. Character | Employer | 2. Character | Employer |
|---|-----------------|---|-----------------|
| Name: | | Name: | |
| Company/Organisation (if applicable): | | Company/Organisation (if applicable): | |
| Address: | | Address: | |
| Postcode: | | Postcode: | |
| Telephone number: | | Telephone number: | |
| E-mail address: | | E-mail address: | |
| In what capacity does the referee know you? | | In what capacity does the referee know you? | |

STATEMENT IN SUPPORT OF YOUR APPLICATION

Please use this space to give any information you feel is necessary to support your application including your reasons for applying to the Platinum Motor Group and what skills or benefits you can bring

Please continue on a separate sheet, if necessary

OUTSIDE INTERESTS

Please provide details of your hobbies and interests:

HEALTH

Please state how many absences from work/school/college in the last 2 years:

Please provide any relevant details:

DISABILITY

Have you any disabilities that you would like us to know about? YES NO

If Yes, please provide us with details to enable us to assist you with any special needs you may require to attend an interview or to carry out your duties?

ADDITIONAL INFORMATION

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES NO

If Yes, please provide brief details:

Have you applied or previously worked for the Platinum Motor Group or businesses owned by Renrod Ltd, Renrod Holdings Ltd? YES NO

If Yes, please give details:

Have you in a previous position been governed by FCA regulations? YES NO
If Yes, please complete the FCA section attached, if no please continue.

DECLARATION

Please read the following declaration and authorisation carefully and sign below to confirm your agreement to the terms.

I declare that the information given by me, to the best of my knowledge, is true and complete.

I acknowledge that should I provide any incorrect information, it may render this application and any subsequent employment invalid and subject to summary termination.

In accordance with the Data Protection Act 1998, I hereby authorise Renrod Limited t/as Platinum to process the information contained in this application form for recruitment and selection purposes.

NAME:

DATE:

Office use only

Reference No.

FCA (Financial Conduct Authority) Questions

You will **only need to complete this form** if you have been regulated under the FCA in your current or previous employment.

Name

1. Please provide details of any FCA/general insurance training courses you have attended along with any exams you have taken:

2. In previous positions have you been involved in selling any of these products?

| | | |
|---------------------------|-----|----|
| Motor Insurance | Yes | No |
| Extended Warranty | Yes | No |
| MOT Insurance | Yes | No |
| Payment Protection | Yes | No |
| Rescue/Recovery Insurance | Yes | No |
| Credit Protection | Yes | No |
| Gap Insurance | Yes | No |

Any others; please state:

3. Have you been prohibited from carrying out any activities under the FCA?

Yes No

If Yes, please provide details

Office use only

Reference No.