

## Job Application Form

This form cannot be submitted by email. Please print & complete the form, and post it to one of the addresses on the back page.

What job are you applying for?

Circuit:

Where did you hear about this job?

Today's date:

### A Personal

Title:

Forenames:

Surname:

Date of Birth:

Tel (Mobile):

Tel (Home):

Tel (Work):

Street Address:

Town :

City / County:

Postcode:

Email:

Do you have the right to take up paid employment in the UK? Yes:  No:

Do you have a UK bank account? Yes:  No:

National Insurance Number:

**B Availability for work**

Teamworks Karting’s circuits are open from 10.00am to 10.30pm, 7 days a week. The sales & administrative offices are open from 8.30am to 6.30pm, 7 days a week.

Please enter the times of each day that you are available to work. If you are not able to work on a particular day, please write “n/a”:

Mondays from	<input type="text"/>	to	<input type="text"/>
Tuesdays from	<input type="text"/>	to	<input type="text"/>
Wednesdays from	<input type="text"/>	to	<input type="text"/>
Thursdays from	<input type="text"/>	to	<input type="text"/>
Fridays from	<input type="text"/>	to	<input type="text"/>
Saturdays from	<input type="text"/>	to	<input type="text"/>
Sundays from	<input type="text"/>	to	<input type="text"/>

What is your notice period (if any)?

What date can you start work?

Are you applying for a full-time or part-time post? Full-time:  Part-time:

If you are applying for a **part-time** post: How many hours would you like to work per week?  
Minimum:  Maximum:

**C Health**

Are you in good health? Yes:  No:

Are there any disabilities that may affect your application? Yes:  No:

If **yes**, please describe: a) disabilities:

b) any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for the job:

c) any reasonable adjustments that you feel should be made to the job itself which would enable you to carry out the job:

**D Education & Training**

	From	To	Subject / Qualifications taken (state grades)	Year taken
Secondary school/s:				
Further/higher education:				
Part-time education and training:				

Other qualifications not listed above: (e.g. Food Hygiene, Health & Safety, First Aid, BIIAB Licensee, NKA Race Director, etc):	Grade (if applicable):	Date awarded:
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**E Employment History**

Please list most recent post first

Name and address of employer:	Joined (month/year):
	Left (month/year):
	Reason(s) for leaving:
Business type:	
Position(s) held and brief description of responsibilities:	

Name and address of employer:	Joined (month/year):
	Left (month/year):
	Reason(s) for leaving:
Business type:	
Position(s) held and brief description of responsibilities:	

Name and address of employer:	Joined (month/year):
	Left (month/year):
	Reason(s) for leaving:
Business type:	
Position(s) held and brief description of responsibilities:	

Name and address of employer:	Joined (month/year):
	Left (month/year):
	Reason(s) for leaving:
Business type:	
Position(s) held and brief description of responsibilities:	

Current (or most recent) salary and other benefits:

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**F Additional Information**

Please use this space to give further details of how you are suitable for this position.

**G Interests**

What general interests do you have outside your work / studies?

**H General**

Criminal convictions not yet spent under the Rehabilitation of Offenders Act 1974:

If offered this post, will you continue to work elsewhere in any other capacity? Yes:  No:

Please give details:

Have you previously applied for a post at Teamworks Karting? Yes:  No:

Please give details:

Do you know an existing member of Teamworks Karting staff? Yes:  No:

If **yes**, whom?

**I References**

Please give the names and addresses of two referees not related to you who have known you at work / college / school. One referee must be your most recent employer (if applicable).

Name:	<input type="text"/>	Name:	<input type="text"/>
Job title:	<input type="text"/>	Job title:	<input type="text"/>
Occupation:	<input type="text"/>	Occupation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
When may we request a reference?	<input type="text"/>	When may we request a reference?	<input type="text"/>

**Data Protection Statement**

The personal information you provide on this application form will be used by Teamworks Karting for employment purposes. If the application is successful, the information will be retained for matters such as payroll administration, appraisal of performance, recording details of holiday entitlement, absences, etc. Some of this information, such as health, disabilities and criminal convictions, is defined as "sensitive" under Data Protection legislation and **by submitting this application form you are consenting to our processing this for the purposes listed above.**

**Declaration**

I certify that the information on this application form is true and accurate to the best of my knowledge and belief and understand that the giving of false or misleading information may result in dismissal or disqualification. I understand that any offer of employment is subject to the receipt of satisfactory references.

Signed:  Date:

Please return this completed form to the relevant office or circuit address:

**Head Office, Sales & Administration**

Office Manager  
**Teamworks Karting Head Office**  
202 Fazeley Street  
Birmingham  
B5 5SE

**Race Crew & Laser Tag Crew**

The Circuit Manager  
**Teamworks Karting Birmingham**  
202 Fazeley Street  
Birmingham  
B5 5SE

The Circuit Manager  
**Teamworks Karting Halesowen**  
225 Dudley Road  
Halesowen  
West Midlands  
B63 3NR

The Circuit Manager  
**Teamworks Karting Letchworth**  
2 Pixmore Avenue  
Letchworth Garden City  
Hertfordshire  
SG6 1JS

The Circuit Manager  
**Teamworks Karting Northampton**  
Circuit House  
Harvey Reeves Road  
Northampton  
NN5 5JR