

Sadow's Garage Ltd

Rose-an-Grouse
Canonstown
Hayle
Cornwall
TR12 7HX

Tel No. 01736 753353 (Ask for Mike Sadow)

JOB DESCRIPTION

Job Title: Mechanic / Mechanic & MOT Tester

AUTO MERCHANIC RESPONSIBILITIES include:

1. Inspecting Vehicle Engine/Mechanical/Suspension etc/Electrical Components to diagnose issues
2. Inspecting vehicle computer and electronic systems to repair or report
3. Conducting routine servicing and maintenance work to ensure vehicle functionality and longevity
4. Mot Inspector or, if willing, to become one (Class 4 & 7)
5. Maintain equipment and tools in workshop
6. Carry out any work which maintains the running of Sandows Garage Ltd

Job brief

We are looking for a skilled Auto Mechanic to maintain private/fleet customers vehicles (includes Light Commercials). You will be responsible for diagnosing and repairing them, aiming to maximise reliability and functionality.

We expect you to be well-versed in mechanical and/or electronic systems, to be a team player to take/give advice on every aspect off a busy auto workshop and to work well with colleagues.

Requirements

1. Experience as an Auto Mechanic/Mot Inspector or if you are not an MOT Inspector you are willing to become one
2. Knowledge of mechanical, electrical and electronic components on all types of vehicle, including Light Commercials
3. Working knowledge of vehicle diagnostic and methods
4. Operation of an Air Conditioning Machine and servicing
5. Ability to handle various tools and heavy equipment
6. Willingness to observe all safety precautions for protection against accidents to you and others
7. You are in good physical condition

All above can be discussed at your interview and training can be given, if required (Qualifications will confirm the eligibility for you to become a Mot Examiner)

GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

- Please write clearly in black or blue ink.
- In the 'Employment history' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Supporting Statement

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- Honesty is always the best policy; please do not make false claims.
- Use concise, unambiguous sentences and avoid exaggerations.

Finally good luck with your application and thank you for your interest in the post at Sandow's Garage Ltd

Please contact us if you need the application form in an alternative format including large print.

Sandow's Garage Ltd

Rose-an-Grouse, Canonstown, Hayle, Cornwall. TR27 6JN
Email: sandowsgarage@btconnect.com
Tel@ 01736 753353

Job application form

Vacancy title:

1. Personal details

Last name: First name:

Address:

Postcode:

Home Telephone No. Daytime Contact No.

E-mail address:

Driving Licence

Do you hold a full, clean driving licence valid in the UK? Yes No

2. Hours of Employment

Full-time

	Mon	Tues	Weds	Thurs	Fri
Start	08.00	08.00	08.00	08.00	08.00
Lunch	13.00-13.30	13.00-13.30	13.00-13.30	13.00-13.30	
Finish	17.00	16.30	16.30	16.30	13.00

3.Education/Qualifications – Continue on separate sheet if necessary

School (11+)	Study dates	Qualification and Grade	Date obtained
College/University	Study dates	Qualification and Grade	Date obtained
Ongoing Professional Development	Study dates	Qualification and Grade	Date obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

4. Employment history

If presently employed may we contact your employer

Yes / No

Previous employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

1 - Current or most recent employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Brief description of duties:

2 - Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Brief description of duties:

3 - Previous employer

Name of employer:			
Address:			
	Postcode:		
Position held:			
Date started:		Leaving date:	
Reason for leaving			

Brief description of duties:

Continue on separate sheet if necessary

Have you ever been dismissed by an employer or quit without giving notice **YES/NO**

If yes, please provide details:

Details of absence(s) from work during the last 2 yrs, excluding holidays

5. Health and Wellbeing

We need to ask you some details regarding your health and wellbeing, in order that we can meet our obligations under Health and Safety regulations. Please note that ill-health etc. need not preclude employment.

Have you ever suffered from any of the following (tick yes or no, and provide details where relevant):

	No	Yes	Details
Skin diseases			
Hearing defects			
Asthma			
Hay fever			
Allergy			
Heart disease			
High blood pressure			
Migraine			
Diabetes			
Fits			
Blackouts			
Epilepsy			
Mental illness			
"Slipped disc"			
Serious backache			
Sciatica			
Back injury			
Eye disease or injury			
Defect of vision			
Carpal tunnel syndrome			
Vibration whitefinger			
Phobia (please specify)			
Alcohol problem			
Other drugs problem			

Any other illness or condition you wish to declare

Do you have any physical problems that will restrict your abilities to service and repair cars, such as lifting heavy objects like wheel's, cylinder heads etc. or bending over for long periods of time while working under the bonnet of vehicles

Yes / No If Yes, please explain and offer any reasonable adjustments we could make:

Do you smoke? Yes / No

Is your tetanus inoculation up to date? Yes / No

6. Information in support of your application

Skills, abilities and experience

Are you an MOT Tester? Yes / No

If No, would you be prepared to be trained as an MOT Tester Yes / No

List any other skills, qualifications or experience that may support your application for this position:

Continue on a separate sheet if necessary

7. Convictions/ Disqualifications

A criminal record will not necessarily be a bar to obtaining a position at Sandow's Garage Ltd. If a check is returned and reveals any information, this will be discussed with the applicant.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.(Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement and interview).

Are you legally entitled to live and work in the UK and can you provide supporting documentation, if requested YES/NO

Are you subject to any conditions relating to your employment in this country? YES/NO

If "yes" please use the space below to tell us what these are?

If appointed when could you start? Give period of notice if applicable

References

Please give the detail of **two** references – see guidance sheet for further information.

Name of referee and relationship to you:

Address:

Postcode:

Email:Tel:

Name of referee and relationship to you:

Address:

Postcode:

Email:Tel:

8. Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Sandow’s Garage Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulations 2018.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date: