

## JOB DESCRIPTION & APPLICATION FORM



### Vehicle Technician / Mechanic – Join Our Busy, Professional Team

We are a well-established, family-run garage based in Newtown, with a large and loyal customer base. We are looking for an experienced and motivated Vehicle Technician to join our busy and professional team.

This is a great opportunity for someone who enjoys working in a fast-paced environment, takes pride in their work, and wants to be part of a supportive, close-knit business.

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#### The Role

- Carrying out servicing, maintenance, and repairs on a wide range of vehicles (Car, HGV & PSV)
- Diagnosing faults and providing effective, efficient solutions
- Ensuring all work is completed to a high professional standard
- Delivering excellent customer service and clear communication
- Working both independently and collaboratively within the team
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#### What We're Looking For

- Minimum 3 years' experience as a Vehicle Technician / Mechanic
- Level 3 qualification in Vehicle Mechanics (or equivalent)
- Strong diagnostic and problem-solving ability
- Able to manage workload effectively in a busy workshop
- A team player who can also work independently
- Excellent time management and communication skills
- A commitment to high standards of workmanship and customer care

#### Working Hours

- Monday to Friday: 8:00am – 5:00pm
- Every other Saturday: 8:30am – 12:00 noon
- No call outs
- Occasional overtime will be required to support busy periods
- 28 days holiday **plus** bank holidays

#### What We Offer

- A busy, well-established garage with a strong and growing customer database
- A supportive, team-focused working environment
- Opportunities for ongoing training and development in additional areas of vehicle maintenance and support in learning in areas where there is less experience.
- The chance to build a long-term career within a respected local business
- Salary - negotiable

If you're looking for a role where you can stay busy, develop your skills, and be part of a professional and reliable team, we'd like to hear from you.

Apply now to join our growing business.

## Garage Mechanic Job Application Form

Please complete the following form and return to:

Mrs Tracy Jones

Director,

Unit 4, Grooms Enterprise Park,

Pool Road,

Newtown,

Powys

SY16 1DL

Or by email to: [groomsgarage@btconnect.com](mailto:groomsgarage@btconnect.com)



### 1. Personal Details

Full Name: \_\_\_\_\_

Previous Names (if any): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 2. Eligibility & Driving

Do you have the right to work in the UK?

Yes  No

Do you hold a full UK driving licence?

Yes  No

If yes, any points or restrictions? \_\_\_\_\_

\_\_\_\_\_

### 3. Current / Most Recent Employment

Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Notice Period: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

#### 4. Qualifications & Certifications

Please list relevant qualifications (GCSE or equivalent to NVQ Level 2/3):

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Are you a qualified MOT Tester?

Yes  No

If yes, provide details: \_\_\_\_\_

Any additional training (manufacturer, specialist, etc.):

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#### 5. Skills & Experience

Please tick the areas you have experience in:

- |  |   |
|--|---|
| <input type="checkbox"/> Servicing                         | <input type="checkbox"/> Electrical Fault Finding           |
| <input type="checkbox"/> Brakes & Suspension               | <input type="checkbox"/> MOT Repairs                        |
| <input type="checkbox"/> Clutches / Timing Belts           | <input type="checkbox"/> Electric Vehicle Service & Repairs |
| <input type="checkbox"/> Air Conditioning service & repair | <input type="checkbox"/> HGV Inspection & Repairs           |
| <input type="checkbox"/> Engine Repairs                    | <input type="checkbox"/> Diagnostics                        |
| <input type="checkbox"/> Tachograph Repairs & Service      |   |
| <input type="checkbox"/> Other, please describe            |   |

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#### Short Answers:

What types of vehicles do you mainly work on?

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What diagnostic tools/equipment have you used?

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**6. Reliability & Work Ethic**

Please give details of, and provide an explanation for, any time when you were not either working or in full time education

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How many days off sick have you had in the last 12 months? \_\_\_\_\_

What time do you usually arrive for work? \_\_\_\_\_

Why are you looking to leave your current job?

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**7. Hobbies or extra-curricular activities and interests**

What do you enjoy doing when you're not working:

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**8. Practical Question**

A customer reports intermittent loss of power with no warning lights.

What would you check first?

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**9. Availability**

When are you available to start? \_\_\_\_\_

**10.** If you are disabled, please give details of any special arrangements or adjustments you would require to attend an interview:

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**11. What are your salary expectations? \_\_\_\_\_/year**

**12. References**

Reference 1 Name & Contact: \_\_\_\_\_

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Reference 2 Name & Contact: \_\_\_\_\_

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**12. Declaration**

Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act 1974?

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I confirm that the information provided in this application is true and accurate.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

# Data privacy notice for job applicants

## 1. Why have you been given this privacy notice?

Grooms Garage Ltd is a “data controller”. This means that we are required under data protection legislation to notify you of how we will process your personal data during the application and recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your internship, so that you are aware of how and why we are processing your personal data.

## 2. What are our obligations to you in relation to how we process your personal data?

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

## 3. What personal data will we collect, use and store about you?

Choose from the list below:

Your name, address, contact numbers, and personal email addresses.

Details of your qualifications, skills, experience and employment history.

Information about your current level of remuneration, including benefit entitlements.

Assessment interview, recruitment test and assessment data.

We may also collect, store and use the following “special categories” of more sensitive personal information:

Whether or not you require reasonable adjustments during the recruitment process, including whether or not you have a disability where you disclose this to us during the recruitment process.

## 4. How do we collect your personal data?

We collect your personal data by a variety of means. At recruitment stage we have already collected data through the application process directly from you. We may sometimes collect additional information from third parties including former employers and credit reference agencies.

If we receive an unsolicited CV at a time when we are not recruiting, we will delete the CV. If we want to hold this unsolicited personal data on file for future recruitment purposes, we will inform you of this in a privacy notice.

## **5. How will we use your personal data?**

Throughout the recruitment process we will need to process your personal data for one of the following lawful bases:

- a) Where we need to process your personal data to take specific steps at your request before entering into a contract with you or we need to process data to enter into a contract with you. This may include making reasonable adjustments to the recruitment process to accommodate disabilities as and when requested.
- b) Where we need to process your personal data to comply with a legal obligation, for example if your application is successful, we will check your right to work in the UK before a job offer is made.
- c) Our legitimate reason for processing your personal data is to enable us to gather data so that we can assess which candidate's skills and experience is the best match with our job role requirements and therefore suitable for employment. We also need to process job application information in order to respond to and defend against legal complaints.
- d) Where we need to protect your interests (or someone else's interests).
- e) Where it is needed in the public interest or for official purposes.

## **6. When will we use your personal data?**

During the application and recruitment process and for a short period after the recruitment process, we will use your personal information for the following specific purposes.

Choose from the list below:

- Assessing suitability to perform the role.
- Interview.
- Checking your right to work in the UK.

## **7. What happens if you do not provide us with information?**

We will only ask you to provide information which we believe is necessary for the application and recruitment process. You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide sufficient information, we may not be able to process your application properly or at all. Also, we may not be able to meet our legal obligations towards you with regard to reasonable adjustments.

## **8. What happens if we need to use your personal data for a new purpose?**

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

## **9. How do we use your sensitive personal information data?**

Any personal data which reveals your, ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic, biometric or health data, sex life and sexual orientations will be regarded as special categories of personal data. We will only use this data in the following ways:

- To ensure we meet our health and safety obligations towards you we will use information about your physical or mental health or disability status to assess your capability to perform your internship and provide any appropriate adjustments to your internship.

- In order to comply with employment and other laws to ensure that the recruitment process is conducted in a fair and inclusive manner.
- Where it is needed in the public interest, for example for equal opportunity monitoring and reporting.

There may be circumstances where we need to process this type of information for legal claims or to protect your interests (or someone else's) and you are not able capable of giving your consent or where the relevant information has already been made public.

#### **10. Do we need your consent to use sensitive personal data?**

If we are using your personal sensitive data (known as 'special categories data' under data protection legislation, in accordance with our written policy to perform our legal obligations or exercise specific rights connected to the recruitment process, we do not need your written consent to use sensitive personal data. However, in limited circumstances, we may request your written consent to allow us to process your sensitive personal data. If, it becomes necessary to request your consent to process your sensitive personal data, we will provide you with details of the information that we require and why we need it, so that you can decide whether you wish to provide your consent. It is not a condition of your internship with us that you must agree to any request for consent. Giving consent will always be a decision made by your freewill/choice.

#### **11. Automated decision making**

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

#### **12. Will we share your personal data with third parties?**

We will not share your data with third parties, unless your application for employment is successful and you accept our offer of employment.

#### **13. Which third party service providers will we share your personal data with?**

If that occurs, we will then share your data with:

- Former employers to obtain references for you.
- Employment background check providers to obtain necessary background checks.
- The disclosure and barring service to obtain necessary criminal records checks where applicable to the role.

#### **14. Third party service providers and data security**

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

#### **15. Transfer of personal data**

We do not transfer personal data outside the UK.

#### **16. How do we ensure your personal data is secure?**

We take your privacy and protection of data very seriously. Consequently, we have put in place appropriate security measures to prevent unauthorised use of your personal data. Details of the measures which are in place can be obtained from Tracy Jones email [groomsgarage@btconnect.com](mailto:groomsgarage@btconnect.com). We will notify you and any applicable regulator of any suspected unauthorised use of your personal data.

#### **17. How long will we keep your personal data?**

We will retain your personal data for as long as is necessary to fulfil the purposes for which it was collected for. If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. If you agree, we will keep your personal data on file for a further time period to

be specified to you for future employment opportunities. At the end of that period or once you withdraw your consent your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be available in our data retention policy.

### **18. Your duty to inform us of any changes**

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

### **19. What rights do you have in respect of how we use your personal data?**

Subject to legal limitations you have the right to:

**Request access to your data:** You can ask us to provide a copy of the personal data we hold about you.

**Request corrections to be made to your data:** If you think that your personal data is incomplete, inaccurate you can ask us to correct it.

**Request erasure of your data:** If you consider there is no lawful basis for us to continue processing your data you can ask for that data to be deleted or removed.

**Object to the processing of your data:** If our lawful basis for processing your data relates to a legitimate business interest (or third-party interest) you can raise an objection to that interest. You can also object to us using your information for direct marketing purposes.

**Request that processing restrictions be put in place:** If you believe that your information is being processed without a lawful reason or that the information is incorrect you can request that a freeze/restricting is placed on the processing of the information until your concerns are addressed.

**Request a transfer of your personal data:** You can ask us to transfer your personal data to a third party. If you wish to exercise any of the above rights, please contact Tracy Jones 01686 626 731.

- **Will I have to pay a fee?**

You will not be expected to pay a fee to obtain your personal data unless we consider that your request for access to data is unfounded or excessive. In these circumstances we may charge you a reasonable fee or refuse to comply with your request.

- **Confirmation of identity**

Whenever you make a request for access to personal data, we may request specific information to confirm your identity. This is usually done to ensure that we are releasing personal data to the correct person.

- **Right to withdraw your consent**

If we have asked for your written consent to obtain information, you have the right to withdraw your consent at any time. To withdraw your consent please contact Tracy Jones email: [groomsgarage@btconnect.com](mailto:groomsgarage@btconnect.com). Once we receive your notice of withdrawal, we will cease processing your data unless we have any other lawful basis on which to continue processing that data.

- **Important information about this privacy notice**

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

● **How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact Tracy Jones on [groomsgarage@btconnect.com](mailto:groomsgarage@btconnect.com). If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with The Information Commissioners Office on 03031231113 or in writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

I acknowledge that on (insert date) \_\_\_\_\_ I received a copy of Grooms Garage Ltd Privacy Notice for job applicants and that I have read and understood it.

Name of job applicant:

Job applicant's signature: .....

Print Name: \_\_\_\_\_