



# Assistant Mechanic Application Form



Thank you for your interest in applying for the Shifting Gears Assistant Mechanic role at The Bike Station. Your details will be treated in the strictest confidence.

In the interests of equal opportunities we want to ensure that information about all candidates is provided in the same format therefore we ask all applicants to complete this form. If you are unable to complete this form for any reason please contact us to make alternative arrangements (see below for contact details).

The Bike Station welcomes applications from all sections of our community. We also ask all candidates to complete a short equal opportunities survey so we can anonymously collect information to monitor the effectiveness of our Equal Opportunities Policy. Please copy and past this link to complete the survey:  
<https://questionpro.com/t/AL4BVZeKLd>

We will invite short listed candidates for an informal conversation with members of the Communities Team at The Bike Station. You may then be invited to carry out a practical exercise with the support of our Communities Mechanic.

If you have any questions please contact [communities@thebikestation.org.uk](mailto:communities@thebikestation.org.uk) or phone us on 07592 977807 (Perth) or 07824 038753 (Edinburgh).

## Personal details

First Name:

Surname:

Email address::

Phone number:

Address

National Insurance Number

Do you require a permit to work in the UK?

Yes

No

**Your availability for next steps:**

Informal conversations and practical exercises are planned to take place in the week starting 26 October 2021. Please tell us which days in this week you are able to come to The Bike Station.

	<b>AM</b>	<b>PM</b>
<b>Tuesday</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wednesday</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thursday</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Friday</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Why you are interested in the role.** Please include any details about what you hope to learn, why the role will suit you, and how you think it may be useful to your career or personal development. It may be useful to refer to the Job Description.

**Why you will be able to complete the 5 month Assistant Mechanic post:** Please tell us about any experience you have that will help you perform well. This can be formal or informal, in any setting e.g. school or college, group activities, personal experience, volunteering etc.

**Please tell us about any relevant courses or qualifications you have taken**

Title (or description of training)

Organising body

Date(s)

Title (or description of training)

Organising body

Date(s)

Title (or description of training)

Organising body

Date(s)

**If you have had previous employment or work experience, including relevant voluntary / unpaid work, please tell us about this, starting with your most recent experience.**

### **Most recent experience**

Job title

Name of employer

Start / end dates

Notice required (if applicable)

Brief description of responsibilities and duties

### **Previous experience**

Job title

Name of employer

Start / end dates

Notice required (if applicable)

Brief description of responsibilities and duties

Job title

Name of employer

Start / end dates

Notice required (if applicable)

Brief description of responsibilities and duties

**References:** Please give us names and contact details for two referees. People who can act as referees are previous employers, teachers or tutors from school, college or other courses, social workers or support workers, or activity leaders from any groups you have been involved with. Your references will only be contacted if you are offered the job.

Reference 1 name:

Job title

Organisation

Phone number:

Email address:

Reference 2 name:

Job title

Organisation

Phone number:

Email address:

### Specific requirements

We aim to promote equal opportunities. If you require any assistance or special arrangements to attend an informal conversation or carry out a practical exercise at The Bike Station, please tell us about your needs here and we will get in touch to discuss.

### Working preferences

**Location:** Perth  Edinburgh

**Hours:** Full time  Job share  Either

### Data protection

By providing the information contained within this application form you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should you application be successful) and monitoring the efficiency of our recruitment and other procedures. If your application is unsuccessful your details will be retained for six months.

### Declaration

I confirm that the information provided in this form is true and complete. I understand that this information will be treated as part of any subsequent contract and if it is found that any statements are false or misleading I am liable to be dismissed from The Bike Station.

**Signature:**

**Date:**



The Bike Station is passionate about the environment and encourages people to cycle more.

We refurbish donated bikes for our community and sales. We deliver training to develop people's skills and bike confidence.

The Bike Station is registered under SC237798 and SC237799. Scottish charity number SC033703.

Your personal information will be kept by the course leader for the duration of your training course only and will be destroyed afterwards.

Please advise the course leader of any other details you feel they might need to know about.

