

RENTAL & LEASING: TECHNICAL CUSTOMER SERVICE ADVISOR APPLICATION FORM

Section One – Your Details:

Title Forename(s)

Surname Date of Birth

Home Address

Post code

Home / Mobile Telephone Number

Employer

Work Address

Post Code

Work Telephone Number

Applicant's Preferred Email Address

Section Two – Accreditation Application:

Specify the ATA route/level at which you want to become accredited:
 (e.g. Technical Customer Service Adviser)

Note: Please inform your assessment centre if you require any special assessment arrangements (e.g. an interpreter) at the time you submit this application.

Section Three - Career History

Previous positions (over the last five years, starting with the most recent. Use a separate sheet of paper if necessary)

From / To	Job Title	Company Name	Type of Business
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section Four – Qualifications:

Details of relevant vocational and professional qualifications. Please attach COPIES of certificates and any supplementary information you may feel appropriate, e.g. current C.V. We regret that we are unable to return copies of certificates received.

Date Achieved	Description	Place	Level / Grade
IMI Awards candidate number (if applicable):		IMI membership number (if applicable):	

Section Five – Registration on ATA Database:

Upon successful completion of your assessment, you will be registered on the accredited technician database.

As part of this process, you are required to read and sign the Code of Conduct printed below to signify your acceptance:

Code of Conduct:

- Accept the Code of Conduct as a condition of ATA registration
- Uphold the standing of the profession and conduct themselves in such a manner as not to bring the profession into disrepute
- At all times be strictly professional in their approach to the public, business colleagues and all those whom they meet in their day to day business activities
- Maintain professional competence and skills in respect of all developments and legislation applicable to this profession (CPD)
- Perform their duties and observe their responsibilities to their employers, staff and the public with integrity, courtesy and consideration
- Take all reasonable steps to ensure that work undertaken by staff under their control is performed with integrity, courtesy and consideration
- Not incur personal gain through abuse of their professional position
- Work within the framework of the law at all times, particularly relating to the operation of the organisation with which they are connected
- Respect the confidentiality of any information given by customers, employers, staff and suppliers
- Not directly, indirectly or unfairly injure the reputation of another accredited technician
- Encourage staff under their control to raise their educational standards and skill through continuing professional development (CPD)

Section Six – Declaration:

I hereby apply for inclusion to the ATA register. I confirm that the information supplied in support of my application is correct, that I have not been convicted of any offence relating to my employment in the motor industry, and that nothing has been withheld that would affect my suitability for inclusion.

I accept the above Code of Conduct as a condition of my being registered on the ATA database

I consent to this information being collated, stored and released for the purposes of ATA and its register, both in written and electronic format. This will be done in line with the principles of the Data Protection Act 1988.

Signature

Date