GTA TALENT

Vacancy Brief Form

Complete this form with the hiring garage before advertising, sourcing or introducing candidates.

GARAGE & CONTACT DETAILS	
Garage / company name	
Trading address	
Main contact	
Job title	
Telephone / email	
Preferred contact method	☐ Telephone ☐ Email ☐ WhatsApp

VACANCY OVERVIEW	
Job title	
Number of vacancies For example 3 x mechanic, 1 x apprentice	
Workplace location	
Employment type	☐ Permanent full-time ☐ Permanent part-time ☐ Other:
Reason for vacancy	☐ Growth ☐ Replacement ☐ New position ☐ Other:
Target start date	
Reporting to	

PAY, HOURS & BENEFITS	
Salary / hourly rate	£ ☐ Fixed ☐ Negotiable ☐ Depending on experience
Hours per week	Hours Start / finish times:
Working pattern	
Overtime / weekends	
Holiday entitlement	
Probation period	
Benefits / bonus	

ROLE & RECRUITMENT DETAILS

Capture the real requirements of the role so every candidate is screened consistently and accurately.

ROLE CONTENT	
Main duties	1. 2. 3. 4.
Vehicle types / brands	
Workshop systems / tools	
Team structure	
Customer-facing duties	☐ Regularly ☐ Occasionally ☐ No

ESSENTIAL REQUIREMENTS	
Experience	
Qualifications	☐ Level 2 ☐ Level 3 ☐ MOT ☐ EV / Hybrid ☐ Other:
Driving licence	☐ Essential ☐ Desirable ☐ Not required Type:
Technical skills	
Other essentials	

DESIRABLE REQUIREMENTS & SELLING POINTS	
Desirable experience	
Training / progression	
Why join this garage?	
Working environment	

INTERVIEW & SELECTION	
Interview stages	☐ One stage ☐ Two stages ☐ Trial / technical assessment
Interviewers	
Location / format	☐ On site ☐ Telephone ☐ Video Details:
Availability	
Required documents	☐ CV ☐ Licence ☐ Qualifications ☐ Other:
Feedback timescale	

AUTHORISATION TO RECRUIT

Final checks before GTA Talent begins work on the vacancy.

ADVERTISING & CANDIDATE HANDLING	
Advertise garage name?	☐ Yes ☐ No - advertise confidentially
Advert approval	☐ Garage to approve before publication ☐ GTA Talent authorised to draft and publish
Candidate introductions	☐ CV by email ☐ Telephone summary first ☐ Other:
Other agencies engaged	☐ No ☐ Yes - details:
Internal applicants	☐ No ☐ Yes - details:

Recruitment criteria must relate genuinely to the role. GTA Talent will not apply instructions that unlawfully discriminate against candidates. Reasonable adjustments should be considered where required.

COMMERCIAL DOCUMENT CHECK	
Service Level Agreement	☐ Signed and received Date:
Fee Confirmation Form	☐ Signed and received Agreed fee: + VAT
Recruitment may begin	☐ Yes ☐ No - outstanding action:

Garage authorisation

I confirm that the information supplied in this vacancy brief is accurate and authorise GTA Talent to recruit for the vacancy on this basis. I will notify GTA Talent promptly of any material change to the role, requirements, remuneration or recruitment status.

SIGN-OFF				
Garage representative	Name:		Job title:	
Signature / date	Signature:		Date:	
GTA Talent consultant	Name:		Date:	
Vacancy reference				

INTERNAL CONTROL

Do not advertise, submit candidates or carry out chargeable recruitment work until the signed Service Level Agreement and Agreed Fee Confirmation Form have been received.