

Job Application Form

For any enquiries please contact us on 01903 821005 or email hr@ls-printing.com

Please fill this form by hand and send to:
Human Resources, The L&S Printing Company Ltd.
Hazelwood Close, Worthing, West Sussex, BN14 8NP

Position Applied for:

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

If you require additional space for your answers please use the last two pages and indicate which section the information refers to.



Section 1 - Personal Details

First Names:

Last Name:

Address:

Postcode:

Home Telephone Number:

Daytime Telephone Number:

Mobile Telephone Number:

National Insurance Number:

E-Mail Address:

Can we contact you at work? **Yes / No** (please delete as applicable)

Are you free to remain and take up employment in the UK with no current immigration restrictions? **Yes / No**

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

Successful applicants may be required to provide relevant evidence of the above details prior to your appointment.

Section 2 - Present Employment If you are now unemployed, please give details of your most recent employer

Name of Employer:

Address:

Postcode:

Job Title:

Department / Section:

Date of Appointment:

Salary:

Brief description of duties:

Continue on back pages if required

Notice period required:

Last Day of Service if no longer employed:

Reason for wanting to leave current job (or reason for leaving if now unemployed)

Continue on back pages if required

Section 3 - Previous Employment Most recent employer first

Name of Employer:

Address:

Postcode:

Position Held:

From:

To:

Reason for Leaving:

Summary of Duties:

Continue on back pages if required

Name of Employer:

Address:

Postcode:

Position Held:

From:

To:

Reason for Leaving:

Summary of Duties:

Continue on back pages if required

Name of Employer:

Address:

Postcode:

Position Held:

From:

To:

Reason for Leaving:

Summary of Duties:

Continue on back pages if required

Section 4 - Education Qualifications obtained from Schools, Colleges and Universities. Please list highest first:

College or University

Course

Qualifications / Grades Obtained

Dates

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

School

Subjects

Qualifications / Grades Obtained

Dates

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Continue on back pages if required

Section 7 - Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? [Yes / No](#)

If yes, please give details / dates of offence(s) and sentence:

Section 8 - Disability Discrimination Act

This act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day-to-day activities. Do you have a disability which is relevant to your application? [Yes / No](#) If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on level terms with non-disabled people. Do we need to make any specific arrangements in order for you to attend the interview? [Yes / No](#) If yes, please give details:

Section 9 - Health

Successful applicants may be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 10 - References

Please give names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Name:

Job Title:

Work Relationship:

Company:

Address:

Postcode:

Telephone No:

Are you willing for this referee to be approached prior to the interview? [Yes / No](#)

Name:

Job Title:

Work Relationship:

Company:

Address:

Postcode:

Telephone No:

Are you willing for this referee to be approached prior to the interview? [Yes / No](#)

Section 11 - Recruitment Monitoring Form

So that we may monitor the profile of people applying for work at L&S Printing and ensure that our Equal Opportunities Policy is fully and fairly implemented, we ask you to complete this Recruitment Monitoring Form. The information you give is **entirely voluntary** and this sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources department for monitoring purposes only.

Name:

Position applied for:

What is your Ethnic Group?

Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background.

A. White

- White UK
 Irish
 White non-UK
 Any other White background (please give details):

B. Mixed

- White & Black Caribbean
 White & Black African
 White & Asian
 Any other Mixed background (please give details):

C. South Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background (please give details):

D. Black or Black British

- Black Caribbean
 Black African
 Any other Black background (please give details):

E. East Asian or other ethnic group

- Chinese
 Vietnamese
 Any other Mixed background (please give details):

F: I do not wish to provide this information

Gender

- Male
 Female

Disability

Disability is defined as "Physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

Do you consider yourself disabled? **Yes / No** If yes, please give details:

