

# Job Application Form

For any enquiries please contact us on 01903 821005.

Send completed form 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 (tick as applicable)

Do you hold a full, clean driving licence valid in the UK?

Yes No (tick as applicable)

### Immigration, Asylum and Nationality Act 2006

Under this act, employers are required to check your eligibility to work in the UK before you start work. Applicants are therefore required to provide the relevant evidence at the time of interview. Should your application be successful, a copy of all documentation will be required for our records.

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

Yes No (tick as applicable)

### Data Security & Criminal Records Check

Due to the sensitive nature of work that you may be involved in, we require a financial and criminal records check for all successful applications

Please confirm you accept the above

Yes No (tick as applicable)

## Section 2 - Present Employment

If you are now unemployed, please give details of your most recent employer

Name of Employer:

Address:

Postcode:

Job Title:

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

## Section 4 - Education

College or University	Course	Qualifications / Grades Obtained	Dates

[illegible]

Continue on back pages if required

### Professional, Technical or Management Qualifications

Professional/Technical/Management Qualifications	Course Details

Membership of any Professional / Technical Associations Please state level of membership

Continue on back pages if required

## Section 5 - Training and Development

non-qualifications courses which support your application. Include any on the job training as well as formal courses.

[illegible]

Continue on back pages if required

## Section 6 - Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?

**Yes** **No** (tick as applicable) If yes, please give details / dates of offence(s) and sentence:

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Should your application be successful, you will be required to report any criminal convictions henceforward.

## Section 7 - 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** (tick as applicable) If yes, please give details:

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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** (tick as applicable) If yes, please give details:

## Section 8 - Health

Due to possible health and safety requirements of the position, successful applicants may be subject to a medical questionnaire or required to attend a medical examination prior to being appointed.

## Section 9 - 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** (tick as applicable)

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** (tick as applicable)

## Section 10 - 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** (tick as applicable) If yes, please give details: \_\_\_\_\_

## Section 11 - Personal Statement Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information.

Continue on back pages if required

## Section 12 - Declaration

By entering/signing my name here I hereby certify that:

All the information given by me on this form is correct to the best of my knowledge

All questions relating to me have been accurately and fully answered

I possess all the qualifications which I claim to hold

I am prepared to accept the conditions set out in the conditions of employment and the job description

Name/Signature:

Date:

### Returning This Form

By hand or post: Human Resources, The L&S Printing Company Ltd. Hazelwood Close, Worthing, West Sussex, BN14 8NP

**Enquiries:** Telephone: 01903 821005 Fax: 01903 821006 Email: [hr@ls-printing.com](mailto:hr@ls-printing.com)

**Additional Space if required** Please ensure you indicate which section your information refers to