



APPLICATION FOR EMPLOYMENT

Part of the Johnston Press plc Group of Companies

*Please complete all sections of this form using BLOCK CAPITALS throughout
All information supplied will be treated as strictly confidential*

Position applied for:
Division/Location:

PERSONAL DETAILS

SURNAME:
FORENAMES:
ADDRESS:
POST CODE:
Telephone Numbers:
Home: Business:
Mobile: E-mail address:

EDUCATION

Secondary Education Name/Location of School	Dates		Examinations (subjects/results)
	From	To	
College/University Name and Location	Dates		Qualifications gained (subjects/results)
	From	To	

Please give details of any studies undertaken since leaving full time education, including training courses during your employment:			
Further Education or Formal Training	Dates		Courses and results
	From	To	
<i>Please note: You will be required to produce certificates/confirmation of examination results on commencing employment.</i>			
Membership of professional/vocational organisations:			
<i>Organisation</i>	<i>Membership Status</i>	<i>Date Achieved</i>	

PRESENT/LAST EMPLOYER	
Job Title and brief description of duties and responsibilities:	
Employers Name and Address:	Type of Business:
Dates Employed	FROM: TO:
Latest/last Salary:	
Reason for leaving/wishing to leave:	
What period of notice are you required to give under your contract of employment?	
	Weeks*/Months* (*delete as appropriate)

PREVIOUS EMPLOYMENT:**Please give details below of your previous employment beginning with the most recent (including any with HM Services) continue on a separate sheet of paper if necessary:**

FROM Month/Year	TO Month/Year	EMPLOYER Name and Address	POSITION Job Title and brief duties	REASON FOR LEAVING

HEALTH:

Do you have a health problem or disability which is relevant to your job application? YES/NO
If YES please describe the health problem or disability below.

Do you need any specific facilities to help you attend an interview or perform the job? YES/NO
If YES please give details below.

DO YOU HAVE A VALID DRIVING LICENCE? YES/NO

If yes, what type: FULL/PROVISIONAL/HGV

Have you any current endorsements? (please give details):

Have you ever been refused a drivers licence because of ill health? YES/NO

Do you hold a fork lift truck licence? YES/NO

ADDITIONAL INFORMATION:

Have you previously worked for or applied to join this company? YES/NO
(if yes, please give position and dates)

Do you have any relatives or friends connected with this company? YES/NO
(If yes, please give details)

Have you ever been convicted of a criminal offence other than a spent conviction under the
Rehabilitation of Offenders Act 1974 or pending criminal proceedings? YES/NO

If yes please give details:

If offered this position would you do any other work for another employer? YES/NO

If yes, please state in what capacity and the number of hours per week worked:

Please use this space to provide any information that you feel is relevant to your application,
Include details of any skills, experience or qualifications which you feel would especially suit the job
you are applying for and any periods that are unaccounted for in your employment or education.

Continue on a separate sheet of paper if necessary.

REFERENCES:

Please provide details of two people (not friends or relatives) that we may approach for references, one of whom should be your manager at your present or last employer. If you have not been employed, please give names and addresses of two referees (not friends or relatives) who would provide you a personal reference, e.g. Tutor/ Head of Year or person in a position of responsibility.

NAME:	NAME:
ADDRESS:	ADDRESS:
RELATIONSHIP/OCCUPATION:	RELATIONSHIP/OCCUPATION
TELEPHONE NO:	TELEPHONE NO:
May we contact this referee prior to job offer? YES/NO	May we contact this referee prior to job offer? YES/NO

DECLARATION

- I declare that the information given in support of this application is correct to the best of my knowledge and that if any statement is subsequently found to be false or misleading, my employment with the company may be terminated.
- I understand that any job offer is subject to satisfactory employment references.
- I confirm that I am authorised to work in the UK in accordance with the Asylum and Immigration Act 1996
- I authorise the company to hold and process information about my employment in accordance with the principles laid down in the Data Protection Act 1998.

Signed:

Dated:

In order to assess the effectiveness of our advertising we would be grateful if you would indicate how you learnt of this position (e.g. name of publication/newspaper; personal contact, agency etc.):

Please return this completed application form to:

[insert contact name, address and telephone numbers]

