



Identification No \_\_\_\_\_  
(Official use only)

Kingsway House Bradley's Corner Wilton Road Industrial Estate  
Humberston North East Lincolnshire DN36 4BG  
Telephone: 01472 211122 Fax: 01472 211133

email: enquiries@kingswayprinters.com website: www.kingswayprinters.com

## APPLICATION FOR EMPLOYMENT

### Section 1. Vacancy Details

Application for position of: .....

### Section 2. Vacancy Details

First Name ..... Surname .....

Title (Mr/Mrs/Ms) ..... Email .....

Address .....

..... Post code .....

Date of Birth ..... Home Telephone No. ....

Current or most recent salary and benefits .....

May we contact you at work? Yes  No

Daytime Telephone .....

Evening Telephone .....

Marital Status/No. Dependants .....

### Section 3. Employment

Present/most recent employer .....

Employer's Address .....

.....

..... Post code .....

Date employed from ..... to .....

Job title .....

What period of notice is required by your current employer? .....

#### Previous employers

Please list all previous employers

Dates Employed	Employer	Position Held
to		
to		
to		

Previous employers continued

to		
to		
to		
to		
to		

## Section 4. Education and Training

### Education

Qualification(s) obtained and those currently being pursued

Dates awarded	Institution	Qualification

### Training

work related courses

Course date	Course title & subjects covered	Training organisation

### Other relevant work

e.g. voluntary, unpaid work, community work. Please refer to the person specification and job description.

Dates	Nature of Activity
to	
to	
to	
to	
to	
to	
to	

Identification No. \_\_\_\_\_

## Section 5. Relevant Experience and Skills

Shortlisting and selection will be based on the criteria set out in the accompanying person specification.

Please demonstrate how you satisfy each point in the order they are listed in the Job Description, drawing on your personal and work experience, skills, education and training.

## Section 6. References

Please give the name, address and telephone number of two referees. One should be your current or most recent employer. References provided must cover at least the last three years of your employment history.

Name ..... Email address .....

Position .....

Address .....

Post code ..... Telephone No.....

Name ..... Email address .....

Position .....

Address .....

Post code ..... Telephone No.....

May your present employer be contacted if you are shortlisted? Yes  No

Do you require a work permit to work in the UK? Yes  No

Have you ever been convicted of a criminal offence?  
(Declaration subject to the Rehabilitation of Offenders Act) Yes  No

If yes, please give details .....

.....

.....

### Data Protection Act 1998

Information provided by you in section 6 of this application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your Human Resource record.

## Declaration

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information, I may be suspended or dismissed after appointment.

I consent to the use of this information as outlined above.

Signature ..... Date .....

Additional CV's will be accepted but this form must be completed in full.

## Section 7. Equality of Opportunity

Kingsway Printers operates an equal opportunity policy. To help us monitor its effectiveness, please complete this section and tick the appropriate boxes below:

What is your gender?

Male

Female

Would you describe yourself as having a disability

Yes

No

Please explain if answered Yes .....

Please tick the box from the list below which best describes the ethnic group to which you belong:

<p><b>White</b></p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/></p> <p>Please specify _____</p> <p>_____</p>	<p><b>Black or Black British</b></p> <p>Black Caribbean <input type="checkbox"/></p> <p>Black African <input type="checkbox"/></p> <p>Any other black background <input type="checkbox"/></p> <p>Please specify _____</p> <p>_____</p>	<p><b>Asian or Asian British</b></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> <p>Please specify _____</p> <p>_____</p>
<p><b>Mixed</b></p> <p>White &amp; Black Caribbean <input type="checkbox"/></p> <p>White &amp; Black African <input type="checkbox"/></p> <p>White &amp; Asian <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p> <p>Please specify _____</p> <p>_____</p>	<p><b>Chinese or other ethnic group</b></p> <p>Chinese <input type="checkbox"/></p> <p>Any other ethnic background <input type="checkbox"/></p> <p>Please specify _____</p> <p>_____</p>	