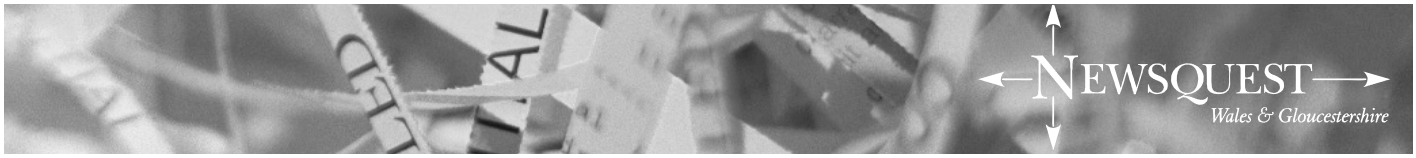
application form

In addition to completing this form, you may also submit your curriculum vitae to support your application.

The Company is committed to its policy of treating all employees and job applicants equally. No employee or potential employee will receive unjustified, less favourable treatment or consideration on the grounds of race, colour, religion, nationality, ethnic origin, national origin, sex, sexual orientation, marital status, age, or unless justifiable, disability. Nor will they be disadvantaged by any conditions of employment or Company requirement.



Application for the post of: .....
Reference Number: .....
Salary Expected: .....

We welcome enquiries/applications from everyone and value diversity in our workforce

Personal Details

Forename: .....
N.I. Number: .....

Surname: .....

Home Address: .....
.....
.....
.....
.....

Email Address: .....
Home Telephone: .....
Mobile Telephone: .....
Please state your preferred contact number:
.....

Details of Emergency Contact

Name: .....
Home Telephone: .....
Mobile Telephone: .....

Relationship: .....
Work Telephone: .....

Please give details below if previously employed by this company:

.....
.....
.....

General

Do you hold a current driving licence? (please tick): YES ❑ NO ❑
Is it (please tick): Full ❑ Provisional ❑ LGV ❑ PCV ❑

Do you have any endorsements on your licence? If so, please provide details:

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Have you ever been convicted of a criminal offence other than a spent conviction under the "Rehabilitation of Offenders Act 1974"? If so, please provide further details:

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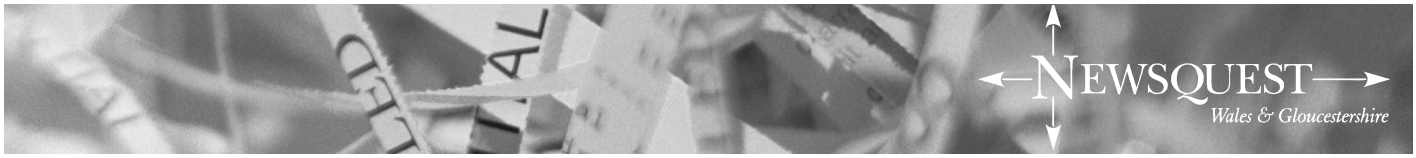

References

Please indicate two people who can provide a business reference – one of whom should preferably be your present / most recent employer:

Name: .....
Company Name: .....
Company Address: .....
.....
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.....
.....
Tel No: .....
E-mail: .....
Occupation: .....

Name: .....
Company Name: .....
Company Address: .....
.....
.....
.....
.....
Tel No: .....
E-mail: .....
Occupation: .....

Referees will only be approached once an offer of employment has been made

PLEASE NOTE:

ALL JOB OFFERS WILL BE DEPENDENT UPON US RECEIVING TWO SATISFACTORY REFERENCES

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, Newsquest Wales and Gloucestershire has a legal duty to check that all new employees are legally entitled to work in the UK.

Do you have:

a) A document detailing your national insurance number (eg P45, P60, Payslip from previous employer)? YES ❑ NO ❑

b) A birth certificate issued in the UK or Republic of Ireland? YES ❑ NO ❑

c) A passport or national identity card issued in and stating that you are a national of one of the European Economic area states? YES ❑ NO ❑

d) Another document which states that you have permission to work in the UK? YES ❑ NO ❑

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES ❑ NO ❑

If YES – please provide details:

.....
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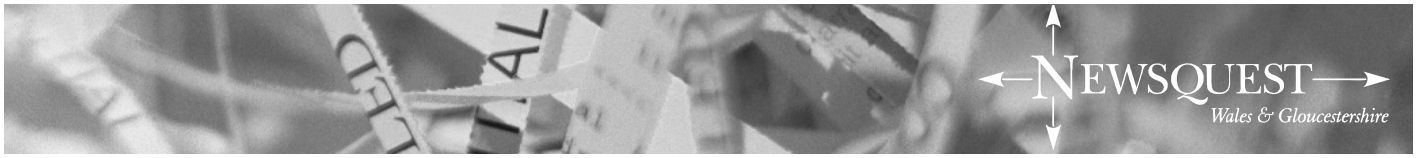
NB All applicants invited to interview will be required to produce official documentation to show they are legally able to work in the U.K.

If you are successful in your application, would you require a work permit prior to taking up employment? YES ❑ NO ❑



Employment

PLEASE COMMENCE WITH YOUR CURRENT EMPLOYER:

Company Name: .....
Company Address: .....
Jobs Held and Key Achievements: .....
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.....
Reason for Leaving: .....
Holidays Already Booked: .....
Length of Notice Required: .....

Company Name: .....
Company Address: .....
Jobs Held and Key Achievements: .....
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Reason for Leaving: .....

Company Name: .....
Company Address: .....
Jobs Held and Key Achievements: .....
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Reason for Leaving: .....

Company Name: .....
Company Address: .....
Jobs Held and Key Achievements: .....
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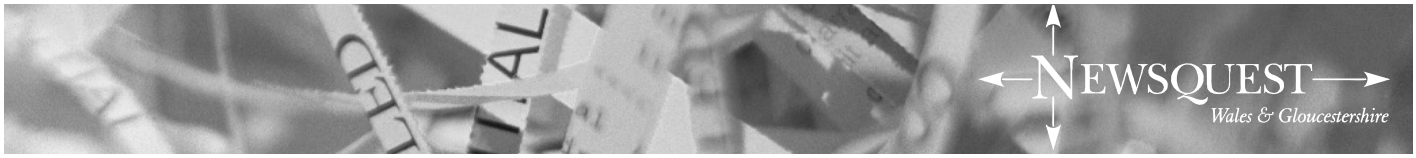
Reason for Leaving: .....

Please continue on a separate sheet if necessary



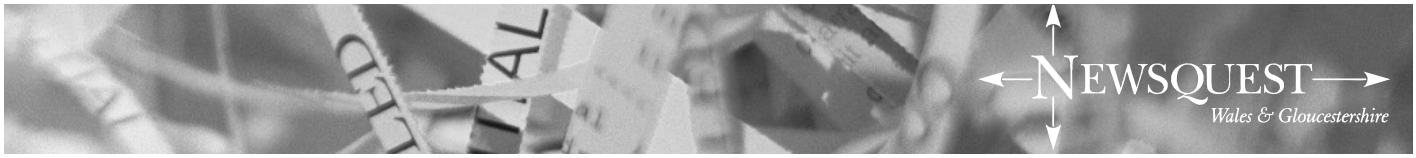
Personal, Technical and Professional Qualifications

Name of School/College/University	Details of courses and exam results, stating subjects

Vocational Training/Short Courses Attended

Training Company Name	Type, Duration and Qualifications

Please continue on a separate sheet if necessary



Personal Development

Please give details of any professional, technical or other qualifications
(Please include details of PC / Word Processing Experience / Applications Used)

Shorthand Speed (if applicable):
Typing Speed (if applicable):

For Qualified Editorial Applicants Only

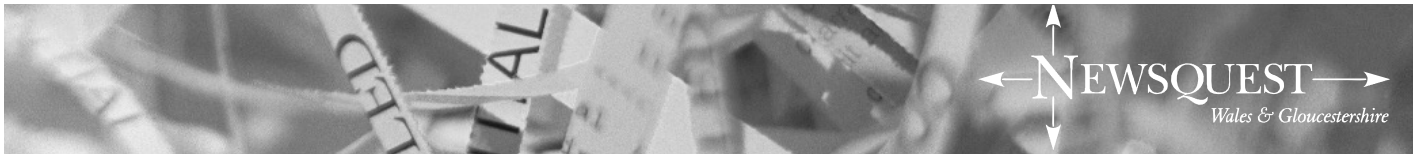
Date of Completion of Indentures (if applicable):
Date of passing National Certificate (if applicable):

Further Information

Please give full details of any other experience, achievements or attributes which you consider particularly relevant to this appointment:

Leisure Activities/Interests

Please indicate your main interests outside your work:



Competency Application Form

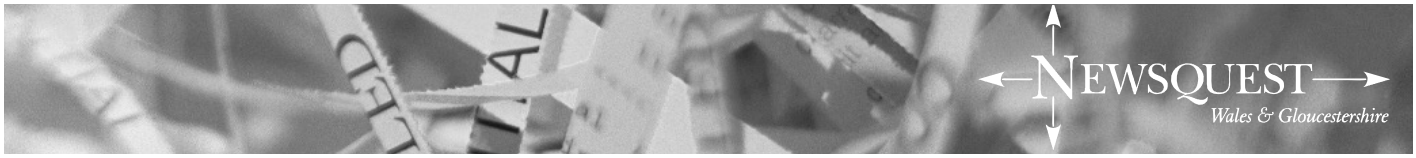
Relevant skills, knowledge, experience

In this section, you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role. Where applicable, please refer to the job description. As a guidance, you may use the following headings:

Communication • Planning and Organising •Team Working • Leadership

You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

Please continue on a separate sheet if necessary



Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

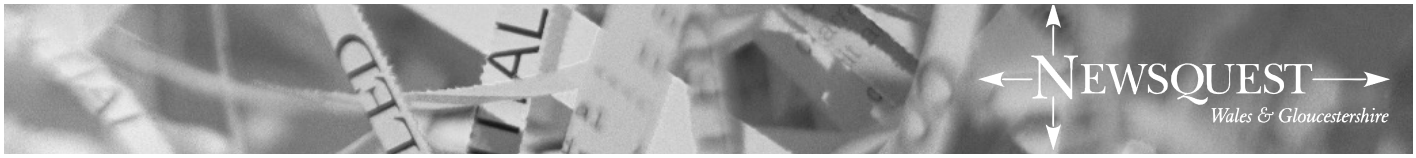
I understand that any offer of employment is subject to receipt of satisfactory references.

Signed: ..... Date: .....

Print Name: .....

Office Use Only

Interviewed by: ..... Date: .....



Additional Information

Please use this space for any additional information you wish to include.