

APPLICATION FORM

Private & Confidential



Position Applied For

Personal Details

Full Name	Title	Forename(s)	Surname
Address			
National Insurance Number			
Telephone Number			
Postcode		Mobile Number	
Email Address			

Have you been employed by us previously?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	From:	To:
Have you applied for employment with us previously?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Approximate Date:	
Are you related to anyone employed by us?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who	

Convictions

If you have a conviction that is spent, under the terms of the 'Rehabilitation of Offenders Act 1974 and 1986', you can honestly answer that you don't have a 'Criminal Record'. By 'Criminal Record' we mean any offence that you were found guilty of committing by Court or Court Martial (this includes motoring offences). We also mean any cases that may be pending. Answering yes doesn't mean that we can't consider you for the job. However we may look more favourably on your application if you give us details of the circumstances.

Have you a criminal record? YES NO (please give details as requested below)

The nature of the offence

The sentence or court order:

The date of the conviction:

The court where the case was heard:

Have you ever been the subject of bankruptcy proceedings? YES NO

Equal Opportunities Information

Paragon Print & Packaging is very concerned to treat all applicants equally. We don't mean these questions to be intrusive – the information helps us to know how successfully we are achieving our goals.

GENDER MALE FEMALE

ETHNICITY Do you consider yourself: BANGLADESHI BLACK -AFRICAN BLACK -CARIBBEAN BLACK -OTHER (specify)

CHINESE INDIAN PAKISTANI WHITE

Other (please specify):

Declaration

By submitting this application, I declare that, to the best of my knowledge and belief, the information given in this application is correct and I consent to it being held on file under the terms of the Data Protection Act 1998. I understand that, should I have knowingly made any false statement, or wilfully concealed any material fact, subsequent employment may lead to dismissal.

I AGREE <input type="checkbox"/>	I DISAGREE <input type="checkbox"/>	SIGNATURE:
		DATE:

Employment

List below your last three positions, beginning with the most recent

Company	Address
From	To
Job Title	
Salary £	
Type of work	
Reason for leaving	

Company	Address
From	To
Job Title	
Salary £	
Type of work	
Reason for leaving	

Company	Address
From	To
Job Title	
Salary £	
Type of work	
Reason for leaving	

Further Information

Do you have any part time jobs? YES <input type="checkbox"/> NO <input type="checkbox"/>
(specify)
Do you have any holiday commitments? YES <input type="checkbox"/> NO <input type="checkbox"/>
(specify)
Do you have any other commitments? YES <input type="checkbox"/> NO <input type="checkbox"/>
(specify e.g. Military Reserve, Local Government, Judicial)

Other Details

Do you hold a current driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>

Education

Beginning with the most recent events, please give details of your education, qualifications and training to date. Include under "Details" the places you attended.

Details	Dates (From/To)	Qualifications gained

Training

Please give details of any training received in previous jobs e.g. particular machine operations, Health & Safety, First Aid, Hygiene etc.

Experience

Please outline any particular experience gained in previous positions, or in activities outside of work which you feel show your aptitudes and skills for the position applied for

Interests

Please give details of your main interests

References

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application.

Name	Name
Occupation	Occupation
Company Name	Company Name
Address	Address
Tel No.	Tel No.
Mobile No.	Mobile No.

May we contact your present employer for a reference, prior to commencing employment? YES <input type="checkbox"/> NO <input type="checkbox"/>
Notice period required by your current employer

What made you apply to Paragon Print & Packaging?

Additional Information

Give any further information which you think may assist us in considering your application

I can confirm, if I am invited for an interview, that I can provide evidence of the right to work in the United Kingdom: YES NO

PLEASE ENSURE THAT WHEN YOU SUBMIT THIS APPLICATION FORM, YOU ALSO ATTACH YOUR CURRENT CURRICULUM VITAE, THEN POST OR HAND DELIVER TO:

**PRIVATE AND CONFIDENTIAL
HR
PARAGON PRINT AND PACKAGING
LEALAND WAY
RIVERSIDE INDUSTRIAL ESTATE
BOSTON
PE21 7SW**