



List below present and all past employment, beginning with your most recent—continue on a separate sheet if necessary. Please give details of gaps in employment and any other relevant information.

## Previous Employment

Job Title	Company name
Describe the work you did	Company address
Employed from	to
	Postcode
Type of business	Reason for leaving:
	Current salary
	Bonus
Job Title	Company name
Describe the work you did	Company address
Employed from	to
	Postcode
Type of business	Reason for leaving:
Job Title	Company name
Describe the work you did	Company address
Employed from	to
	Postcode
Type of business	Reason for leaving:

## This Position

Salary expected	£		per	
If offered this position, will you continue to work in any other capacity?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give details:				
Have you previously worked for Graphic plc?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, when?				
Are you related to anyone who works within Graphic?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes who/what is their relationship to you?				
Have you previously applied for any other roles within Graphic? Please specify:				
On what dates would you be available for work?				
Are you prepared to work shift hours?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you prepared to work overtime as required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any holidays booked?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please specify dates:				
If you are replying in response to an advertisement, please name the publication/website or other:				
If a current Graphic employee has recommended you apply, please state their name:				

## More About Yourself

Please give brief details of interests outside work:	
Do you have a valid driving licence?	Is it clean?
If no, please give details:	

**Please set out how you would apply your skills to this role and any other relevant information** (Please continue on a separate sheet if necessary)

This is an opportunity for you tell us as much about your skills and experience, that will be beneficial to the position. Please look carefully at the job description and comment on your strengths in relation to the skills needed. Please also comment on any computer skills which you may have.

A large rectangular area with horizontal grey lines, intended for writing a response to the question above.

# Equal Opportunities

## Statement of Intent

Graphic is committed to ensuring that existing and potential employees will be afforded equal opportunities in employment, irrespective of their sexual orientation, gender reassignment, pregnancy, religious belief, age, marital status, race ethnic or national origin, trade union membership or disability. In applying terms and conditions of employment and in operating recruitment, training, promotion policies, the Company also recognises that:

- unfair discrimination of any kind is totally unacceptable and that the Company is committed to equal opportunities for all.
- All employees or applicants for employment should be afforded equal opportunity in employment within the concepts referred to above.
- The operation of recruitment, training and promotion policies will be on the basis of appropriate qualifications and the individual's capability and suitability for the post concerned.
- All staff employed in the Company shall have this statement brought to their attention.

Any complaints of discrimination by, or against, employees of the Company shall be dealt with through the relevant procedure.

Name:

Date of birth:

Are you? Male  Female

Do you have any caring responsibilities? Yes  No

Marital status Single  Married  Divorced  Civil partnership  Living with partner

## Ethnic Origin

### WHITE

British

Irish

Other

### MIXED

White and Asian

White and Black African

White and Black Caribbean

### ASIAN OR ASIAN BRITISH

Bangladeshi

Indian

Pakistani

Other

### BLACK OR BLACK BRITISH

African

Caribbean

Other

### OTHER ETHNIC CATEGORIES

Chinese

Other

Please state nationality:

### NOT STATED

Non stated

# Equal Opportunities

Disability Discrimination Act 1995

Do you consider to have, or have had a disability?

Yes  No

If you have, or have had a disability that affects your ability to carry out this role according to the job details, please outline any reasonable adjustments that we could make to the job that would allow you to be considered for it fairly.

---

---

---

---

---

Do you require a work permit for employment in this country?

Under the Employment Equality (Religion or Belief) 2003 Regulations, we would like to ensure that we make adequate provision in the workplace for all members of staff. We would be grateful if you would therefore provide us, at your discretion, with details of your religious affiliation. You do not have to answer this question, but if you do, your details will be kept in the strictest confidence. Your answer will not affect your application.

If you wish to complain that your application for employment has been unfairly considered, you should write to the HR Manager within one month of hearing the result of your application.

## References

I do not wish my referee to be contacted prior to interview <i>(Please tick if applicable)</i> <input type="checkbox"/>	I do not wish my referee to be contacted prior to interview <i>(Please tick if applicable)</i> <input type="checkbox"/>
Name	Name
Occupation	Occupation
Address	Address
Postcode	Postcode
Telephone No	Telephone No
Email address	Email address
Relationship to you	Relationship to you

## Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence, other than a spent conviction Under the Rehabilitation of Offenders Act 1974? (Does not include parking tickets)      Yes       No

If yes, please give details:


## Declaration

The information given on this application form will be used to assess your suitability for employment. Any deliberate misrepresentation or falsification contained on this form will lead to dismissal from employment with the company. Any appointment will be subject to satisfactory references, medical check, evidence of qualifications and proof of eligibility for employment in the UK. Candidates are informed that this information is held in line with the Data Protection Act 1998.

Signature	Date

**GRAPHIC PLC**  
 Down End  
 Crediton  
 Devon  
 EX17 1HN, UK

T: +44 (0) 1363 774874  
 F: +44 (0) 1363 775753

[www.graphic.plc.uk](http://www.graphic.plc.uk)  
[jobs@graphic.plc.uk](mailto:jobs@graphic.plc.uk)



## Application Advice

- The application form is the first step in the recruitment process, which may lead to an interview and possible job offer. It is therefore essential to complete it to the best of your ability, as it forms the first impression of your application. This is your opportunity to tell us as much as possible about yourself.
- It is important that you complete ALL sections of the application form, which are relevant to you as clearly and fully as possible. Applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment or, if appointed, may be dismissed without notice.
- If you are submitting your application by post please type or write your application clearly. If there is insufficient space, please use blank A4 sheets as continuation sheets. Make sure that you mark them clearly with your name, the job title and reference number.
- If you are hand writing your application, please ensure it is completed legibly.
- Application forms are used to ensure that information is presented in a standard format and that only information relevant to the selection procedure is provided. This ensures applicants are treated fairly and equally. If you choose to submit a curriculum vitae (CV) this must be as an addition to but not instead of submitting a completed application form.
- If you have a disability it is a good idea to contact us direct to discuss any arrangements that you may require allowing you to complete the application form and attend interview if you are short-listed.
- Make sure you return your completed application before the closing date specified. There is no guarantee that late applications will be considered.

Good luck, we wish you every success in your application.