

EVANS GRAPHICS LIMITED

APPLICATION FOR EMPLOYMENT

Please complete in INK and BLOCK CAPITALS. Any continuation sheets should be marked with your name and the position applied for

Position applied for: _____

PERSONAL INFORMATION

Title: Mr/Mrs/Miss/Ms/Other*	Surname:	
Forenames:		
Address:		
	Postcode:	
Telephone number:	Mobile number:	
Email address:		
Current driving licence	YES/NO*	Date of Birth:
Nationality:		

*please delete as appropriate

EDUCATION

Schools	Qualifications gained
College/University	Qualifications gained

EMPLOYMENT HISTORY List last two employers only

Dates	Name and address of employer	Reason for leaving

Notice required in current post:

SKILLS & CAPABILITIES

Please list here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. Continue on a separate sheet if necessary.

CRIMINAL RECORD

Please note any criminal convictions, except those spent under the *Rehabilitation of Offenders Act 1974*

HEALTH INFORMATION	
Do you consider yourself disabled?	YES/NO*†
If yes, please detail any reasonable adjustments you are aware of that you would like the company to consider	
Please list all absences from work in the past 12 months and the reason for such absences	

† If you have indicated "yes", we reserve the right to follow this up with a pre-employment medical questionnaire

ENTITLEMENT TO WORK IN THE UK	
If you are not an EU National, do you have permission to work in the UK?	YES/NO*
If yes, you will need to produce evidence of your entitlement to work in the UK before taking up your post if your application is successful	

REFERENCES	
Please supply the names and addresses of two persons – one for experience and one for character	

Declaration

- I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered
- I hereby give my consent to the company processing the data supplied on this application for the purpose of recruitment and selection

Signed: Date:.....

Please return the completed form to:

Evans Graphics Limited
 Unit G Boyn Valley Industrial Estate
 Maidenhead
 Berkshire
 SL6 4EJ

or scan and return to:

email: recruit@evans-graphics.co.uk