



**Palladian
PRESS**

CUSTOMER SERVICES / PRINT PRODUCTION EXECUTIVE

JOB APPLICATION FORM

Please complete this form legibly and return it on or before the closing date specified in the online advertisement at www.palladianpress.co.uk.

Late applications will not be considered.

ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the Person Specification and Job Description supplied. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

1. PERSONAL DETAILS

Surname: _____ Telephone (Home): _____

Forenames: _____ Telephone (Mobile): _____

Mr/Mrs/Ms/Other: _____ Telephone (Work): _____

Address: _____

_____ Postcode: _____

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

Where did you first see the advertisement for this post?



Certificate Number GB9441

Unit E, Chandlers Row, Port Lane, Colchester, Essex CO1 2HG Tel: 01206 799065 Fax: 01206 799068
Email: info@palladianpress.co.uk Website: www.palladianpress.co.uk



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2. EDUCATION

From To	School / College / University name and address	Examinations taken and qualifications gained (specify grades)



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3. PRESENT / MOST RECENT EMPLOYMENT

Name and Address of Employer	From To	Job Title and Job Function / Responsibilities	Salary
Please give the number of days absence due to illness you have had in the last 12 months		Number of days absent: Number of separate absences:	

4. EMPLOYMENT RECORD

(Please list chronologically, starting with most recent employer)

Name and Address of Employer	From To	Job Title and Job Function / Responsibilities	Final Salary and Reason for Leaving



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5. PROFESSIONAL OR TECHNICAL QUALIFICATIONS

Course details and qualifications awarded:

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6. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate:

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7. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position. **Please refer closely to the Job Description and Person Specification when answering this question.**
Continue on a separate sheet if necessary.

8. REFEREES

Please give the details of two work related referees, including your current or most recent employer. Referees will **not** be contacted without your prior approval.

Tick this box if you would prefer us **not** to contact your referees prior to any interview.

Referee 1	Referee 2
Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

9. VERIFICATION OF INFORMATION

I certify that all information I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date:

Please complete the separate monitoring form enclosed.



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This portion of the form will be detached prior to shortlisting

EQUAL OPPORTUNITIES
(for monitoring purposes)

Palladian Press is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. This page will be removed prior to shortlisting and the information requested below will ONLY be used to monitor the company's practices and will be treated confidentially.

If you fail to complete this page fully, your application will not be accepted.

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
White (Please mark with X)	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background (please write in) _____ _____	Asian or Asian British (Please mark with X)	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please write in) _____ _____
Mixed (Please mark with X)	<input type="checkbox"/> White & Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other Mixed background (please write in) _____ _____	Black or Black British (Please mark with X)	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please write in) _____ _____
Chinese or other ethnic group (Please mark with X)			
<input type="checkbox"/> Chinese <input type="checkbox"/> Other (please write in) _____			



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Do you have, or have you had in the past, any disability which makes it difficult for you to carry out day-to-day normal activities? Yes No

If YES, please provide details of your disability:

Please identify any special requirements or equipment which may assist you:

(a) in the recruitment process.

(b) to carry out the job.

CRIMINAL DISCLOSURE

If you do not have any convictions to disclose write “No convictions”.

You do not generally have to disclose details of spent convictions

(for a definition of spent convictions please visit www.learndirect-advice.co.uk/helpandadvice/exoffenders/disclosure/).

If you have unspent convictions, you must disclose them below. Please note that all posts are subject to a criminal record check. In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability.

I sign that the above is a true statement.

Signed:	Date:
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DECLARATION

I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form will justify dismissal from the company's service.

Signed:	Date:
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By signing and returning this form, you consent to Palladian Press using and keeping information about you, provided by you or by third parties such as referees, relating to your application for future employment. If you email this document you will have to sign the form if you are invited to attend an interview. This information will be used solely in the recruitment process and will be retained for six months from the date an appointment is made.

Please check that this application is fully completed and return to William Pretty, Customer Services Manager at william.pretty@palladianpress.co.uk or at

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