

Post Applied for:

Post Location:

## Job Application Form

Interview #1 Date:

Interview #2 Date:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type. CV's are not accepted. Applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

### Section 1 Personal details

Last Name:

First Name:

Address:   
  
Postcode:

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>: 

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
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Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes  No

Driving Licence – if relevant to post applied for.  
Do you hold a full, points-free driving licence valid in the UK? Yes  No

Do you have any points or convictions etc? (include dates of expiry & reason):

*If you are successful you will be required to provide relevant evidence of the above details prior to your appointment. Failure to comply will result in your application being terminated and/or any job offer rescinded. Driving Licences will be check at first interview.*

Please state current Salary Package including benefits & holidays:



## Section 2 Present Employment

**Present Employment** (If now unemployed give details of last employer)

**Name of Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

**Date of Appointment:**

**Salary:**

**Reference contact:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

**Last day of service**

(if no longer employed):

**Reason for leaving**

(if no longer employed):

## Section 3 Previous Employment

**Previous Employment** (most recent employer first covering last 10 years). Include nature of business. (i.e. paper manufacture, electrical wholesaler) Continue on a separate sheet if necessary.

**Name of Employer:**  
(incl. reference contact)

**Address:**

**Postcode**

**Post Held & Dates  
Employed:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**  
(incl. reference contact)

**Address:**

**Postcode**

**Post Held & Dates  
Employed:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**  
(incl. reference contact)

**Address:**

**Postcode**

**Post Held & Dates  
Employed:**

**Summary of duties:**

**Reason for leaving:**

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

## Section 5 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

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## Section 6 Personal Statement

### **Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the role. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary



# Section 10 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

Please  tick all those boxes which are relevant to your application.

Male  Female   
 Married  Single

Date of Birth:

I would describe my ethnic origin as:

Bangladeshi  Black African  Black Caribbean  Black Other   
 White  Indian  Asian Other  Pakistani   
 Chinese  Other (Please specify)

If you have circled Black Other, Asian Other or Other please describe yourself below.

### Recruitment Source

How did you learn about this vacancy? Please tick appropriate box:

Local Press (Which one?)	
Job Centre	
Current employee (Please specify)	
Other (Please specify)	

### Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. If you consider yourself disabled, please give details:

	Age Group							
Internal Applicant <input type="checkbox"/>	16-26	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>	46-55	<input type="checkbox"/>
External Applicant <input type="checkbox"/>	56-65	<input type="checkbox"/>	66-70	<input type="checkbox"/>	Over 70	<input type="checkbox"/>		<input type="checkbox"/>

### Relatives/Other Interests:

Are you related to or do you have a close personal relationship with an Employee(s) of Swan Mill Companies? If so, whom?

Yes  No

If appointed, do you have any interests or hold any appointments that may conflict with employment by the Company in the role for which you have applied?  
 If yes, please detail on a separate sheet.

Yes  No

## Section 11 Declaration

### Statement to be Signed by the Applicant

*Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered (except if received by email).*

- **I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.**
- **I declare that the information given in this form is complete and accurate.**
- **I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.**

**Signed:**

**Date:**

(NB. Candidates selected for interview will normally be notified within three weeks of receipt of their application. Unfortunately applicants who do not hear from the Group must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed post card.

**The Swan Mill Group of Companies undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

**If you are returning this form by email, you will be deemed to have agreed to the declaration above.**



# RETURNING THIS FORM



## By Hand or Post:

Swan Mill Paper Co Ltd  
Goldsel Road  
Swanley BR8 8EU

Swan Mill – Hirwaun  
Unit 48, Hirwaun Ind. Est.  
Hirwaun  
Aberdare CF44 9UP

Castleview Enterprises Ltd  
Goldsel Road  
Swanley BR8 8EU

Ling Design Ltd  
14-20 Eldon Way  
Paddock Wood TN12 6BE

Ling Design Ltd  
Westmoreland House  
Westmoreland St  
Bath BA2 3HE

## By E-Mail:

Manufacturing: [sparker@swantex.com](mailto:sparker@swantex.com)  
Non Manufacturing: [dgough@swantex.com](mailto:dgough@swantex.com)

Hirwan: [cshapcott@swantex.com](mailto:cshapcott@swantex.com)

Castleview: [dgough@swantex.com](mailto:dgough@swantex.com)

Ling Design: [cdunn@lingdesign.co.uk](mailto:cdunn@lingdesign.co.uk)

Artists: [RMcculloch@lingdesign.co.uk](mailto:RMcculloch@lingdesign.co.uk)  
Designer/Art Worker: [SRussell@lingdesign.co.uk](mailto:SRussell@lingdesign.co.uk)

# Guidance Notes For Completing the Application Form

*The application form is an essential part of the recruitment and selection process, and acts as a guide for the selection interview itself.*

*The following guidance notes relate to all the sections of the application form. They are intended to help you complete your application and it is important that you read them carefully.*

## **Job Description and Employee Profile**

Every job has a Job Description including Person Profile, which will list the experience, skills, competencies and where appropriate, qualifications that are required for the job.

Make sure you read the job description and profile carefully before completing the form. It is sometimes helpful to prepare a draft, which will give you the opportunity to check that you have covered each element before completing the form. Consider how your skills, aptitude and experience compare to each element of the profile. Swan Mill carries out the shortlisting by comparing how applicants' skills/aptitudes/experiences compare to the competencies set out in the Profile. This profile has specific areas against which relevant information from your application form is evaluated. Essential criteria are required for each post. Desirable criteria are advantageous for the post but not necessarily crucial.

## **Section 1**

Eligibility to Work in the UK: if you are shortlisted, you will be asked to provide evidence that you are eligible to work in this country as required by the Asylum and Immigration Act 1996. The same applies to driving licenses, we expect clean driving licenses where the role requires this skill, however we will consider all applications sensitively.

## **Section 2**

Give the name and address of your present/last employer, and the main duties of the job you currently hold.

## **Section 3 & 4**

Please detail your employment history as well as any experience or voluntary work you think may be relevant to the job you have applied for. The job may require certain qualifications. Please read the Job Description and Profile before completing this section.

## **Section 5**

### **Rehabilitation of Offenders Act 1974**

In this section you are asked to provide details of any criminal convictions that you have. We will not discriminate against ex-offenders, and if you have to give details of previous convictions this will not automatically prevent you from getting the job. We will consider how previous convictions could affect the job you are applying for. These will only be taken into account if the offence is relevant to the work you would be doing. This includes driving offences.

## **Section 6**

Please list any relevant training and development undertaken which supports your application form. Remember to use the Job Description and Profile. This is one of the most important parts of the application form and is where you need to promote yourself to the Company. Consider the job you are applying

for, what it will entail, and why you are interested in it. Use your past experiences, whether they are in a work or personal environment, during paid work or in a community or voluntary role, and use these to describe how your skills, experience, knowledge and competencies make you a suitable candidate for this job.

## **Section 7**

### **The Disability Discrimination Act (1995)**

Under the Disability Discrimination Act, employers must:

- Make sure disabled people receive fair treatment when applying for jobs and while working for us.
- Make reasonable adjustments to allow disabled applicants to compete to the best of their ability during the recruitment process and to help them in their work with us.

On your application form we ask whether you consider yourself to be a disabled person and to give details to any needs you may have to enable you to attend an interview. This information is important because it helps us to make sure that you have every opportunity to demonstrate your true abilities.

At your interview you may be asked questions about how your disability may affect the performance of a particular job. This helps us to establish what adjustments we may need to make to help you do that job.

## **Section 8**

All candidates invited for interview will be asked to complete a section on their health, later at point of offer they will be asked to complete a medical questionnaire. In some instances dependent on the requirement of a job you may be asked to undertake a medical examination by our Occupational Health Specialists and we will share your Medical Questionnaire with them. Otherwise normal Data Protection Act applies to all medical information.

## **Section 9**

The referees listed on the application form must be one from your most recent employer (if applicable). Your second reference should be from your previous employer (if applicable). You may be asked again for this information if you are offered a position. We shall only apply to your current employer prior to offering a position if you permit us to do so by ticking the appropriate box.

## **Section 10**

Information from the Monitoring Form is confidential and will be kept within the Human Resources department. This information is needed to ensure that our Equal Opportunities Policy is working effectively.

## **Section 11**

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be normally dismissed. If appointed you will be required to provide an original copy of your birth certificate or passport and if required for the post, proof of professional qualifications.

## **Finally**

Remember to send back your signed application form by the return or by the closing date, and to the correct address.