

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^o:

Mobile Telephone N^o:

E-mail address:

Home Telephone N^o:

National Insurance N^o:

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 Failure to comply will result in your application being terminated and/or any job offer rescinded.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 7 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. Do you have a disability which is relevant to your application?

Yes

No

If yes, please give details: NB Do we need to make any specific arrangements in order for you to attend the interview if so please detail this below.*

Section 8 References

Please give the names and addresses of your two most recent employers (for past 8 years if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Job title:	<input type="text"/>	Job title:	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N°:	<input type="text"/>	Telephone N°:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>
Are you willing for this referee to be approached prior to the interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you willing for this referee to be approached prior to the interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 9 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.

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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? Yes No
 If yes, please detail on a separate sheet.

Section 10 Application 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 General Data Protection Regulations. (See Attached Appendix 1)**
- **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 General Data Regulations.

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

RETURNING THIS FORM

By E-Mail: careers@swantex.com



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
Westmoreland House
Westmoreland St
Bath BA2 3HE

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

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

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 9

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 10

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.

GDPR PRIVACY NOTICE FOR APPLICANTS (Appendix 1)

Data controller (“the Company”): The Swan Mill Group of Companies including:
Swan Mill Paper Co Ltd, SwantexAsia, Ling Design Ltd & Castlevew Enterprises Ltd.

Controller’s representative: Mr Graham Rogers

Data protection officer: Miss Elaine Robertson

Introduction

As part of any recruitment process, the Company collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Company on paper or in electronic format.

The Company is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

The Company has appointed a Representative to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact Mr Graham Rogers, Group Finance Director, Swan Mill Paper Co Ltd, Goldsel Road, Swanley BR88EU or grogers@swantex.com.

Data protection principles

Under the GDPR, there are six data protection principles that the Company must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

The Company is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

What types of personal information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn’t include anonymised data, i.e. where all identifying particulars have been removed. There are also “special categories” of personal information, and personal information on criminal convictions and offences, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise information about an

individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

The Company collects, uses and processes a range of personal information about you during the recruitment process. This includes (as applicable):

- your contact details, including your name, address, telephone number and personal e-mail address
- personal information included in a CV, any application form, cover letter or interview notes
- references
- information about your right to work in the UK and copies of proof of right to work documentation
- copy of driving licence
- details of your skills, qualifications, experience and work history with previous employers
- information about your current salary level, including benefits and pension entitlements
- your professional memberships

The Company may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable):

- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process
- information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation

How do we collect your personal information?

The Company collects personal information about you during the recruitment process either directly from you or sometimes from a third party such as an employment agency. We may also collect personal information from other external third parties, such as references from current and former employers, information from background check providers, information from credit reference agencies and criminal record checks from the Disclosure and Barring Service (DBS). Other than employment agencies, the Company will only seek personal information from third parties during the recruitment process once an offer of employment or engagement has been made to you and we will inform you that we are doing so.

You are under no statutory or contractual obligation to provide personal information to the Company during the recruitment process.

Your personal information may be stored in different places, including on your application record, in the Company's HR management system and in other IT systems, such as the e-mail system.

Why and how do we use your personal information?

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to take steps at your request prior to entering into a contract with you, or to enter into a contract with you
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests.

We need all the types of personal information listed under "*What types of personal information do we collect about you?*" primarily to enable us to take steps at your request to enter into a contract with you, or to enter into a contract with you, and to enable us to comply with our legal obligations. In some cases, we may also use your personal information where it is necessary to pursue our legitimate interests (or those of a third party), provided that your interests or your fundamental rights and freedoms do not override our interests. Our legitimate interests include: pursuing our business by employing employees, workers and contractors; managing the recruitment process; conducting due diligence on prospective

staff and performing effective internal administration.

The purposes for which we are processing, or will process, your personal information are to:

- manage the recruitment process and assess your suitability for employment or engagement
- decide to whom to offer a job
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- monitor equal opportunities
- enable us to establish, exercise or defend possible legal claims

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

What if you fail to provide personal information?

If you fail to provide certain personal information when requested, we may not be able to process your job application properly or at all, we may not be able to enter into a contract with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

Why and how do we use your sensitive personal information?

We will only collect and use your sensitive personal information, which includes special categories of personal information and information about criminal convictions and offences, when the law allows us to.

Some special categories of personal information, i.e. information about your health, and information about criminal convictions and offences, is processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

We may also process information about your health and information about any criminal convictions and offences where we have your explicit written consent. In this case, we will first provide you with full details of the personal information we would like and the reason we need it, so that you can properly consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, health information and information about any criminal convictions and offences, are to:

- assess your suitability for employment or engagement*
- comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ascertain your fitness to work
- ensure effective HR, personnel management and business administration
- monitor equal opportunities

Where the Company processes other special categories of personal information, i.e. information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring in recruitment and in line with our data protection policy. Personal information that the Company uses for these purposes is either anonymised or is collected with

your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal information.

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

Change of purpose

We will only use your personal information for the purposes for which we collected it, i.e. for the recruitment exercise for which you have applied.

However, if your job application is unsuccessful, the Company may wish to keep your personal information on file for in case there are future suitable employment opportunities with us. We will ask for your consent before we keep your personal information on file for this purpose. Your consent can be withdrawn at any time.

Who has access to your personal information?

Your personal information may be shared internally within the Company for the purposes of the recruitment exercise, including with members of the HR department, members of the recruitment team, managers in the department which has the vacancy and IT staff if access to your personal information is necessary for the performance of their roles.

The Company will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties (and their designated agents), including:

- external organisations for the purposes of conducting pre-employment reference and employment background checks
- the DBS, to obtain a criminal record check
- former employers, to obtain references
- professional advisors, such as lawyers such as DAS Law

We may also need to share your personal information with a regulator or to otherwise comply with the law.

We may share your personal information with third parties where it is necessary to steps at your request to enter into a contract with you, or to enter into a contract with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

How does the Company protect your personal information?

The Company has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities. You can obtain further information about these measures from Graham Rogers as noted above.

Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

The Company also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

For how long does the Company keep your personal information?

The Company will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for employment or engagement is unsuccessful, the Company will generally hold your personal information for [six months] after the end of the relevant recruitment exercise but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal information for up to [six years] to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court. If you have consented to the Company keeping your personal information on file for in case there are future suitable employment opportunities with us, the Company will hold your personal information for a further [six months] after the end of the relevant recruitment exercise, or until you withdraw your consent if earlier.

If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment or engagement and in accordance with the privacy notice for employees, workers and contractors.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

In some circumstances we may anonymise your personal information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

Your rights in connection with your personal information

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact Graham Rogers. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact Graham Rogers. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

Transferring personal information outside the European Economic Area[The Company will not transfer your personal information to countries outside the European Economic Area.

Automated decision making

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention.

We do not envisage that any recruitment decisions will be taken about you based solely on automated decision-making, including profiling.

Changes to this privacy notice

The Company reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

Contact

If you have any questions about this privacy notice or how we handle your personal information, please contact Graham Rogers as noted above.

GDPR Notice Declaration

Statement to be Signed by the Applicant

Please sign that you have read and understood your rights in relation to GDPR in the appropriate place below.

- **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 General Data Protection Regulations. (See Attached Appendix 1)**
- **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: