



Job Application Form (please write clearly in Black ink or type)
 PLEASE READ THE ATTACHED GUIDANCE NOTES BEFORE COMPLETING

Title of post applied for:

Ref:
(for office use)

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Full Name:	Mr/Mrs/Ms/Miss
Address:	Age:
	Date of Birth (optional):
	Tel No. (Home):
	E-mail address:
	Tel No. (Business):
	National Ins. No:

EDUCATION & PROFESSIONAL QUALIFICATIONS
 (ORIGINAL DOCUMENTS AS PROOF OF QUALIFICATION WILL BE REQUIRED AT INTERVIEW)

Secondary Schools; Colleges; University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: how obtained, grade and date

Other relevant Educational or Training Coursers, with dates:

PRESENT POST

Title of Post:	Salary:
Name & Address of Employer:	Business of Employer
	Date Commenced:
	Date ended (if applicable)
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable)	
Reason for leaving or wishing to leave:	
Period of notice required to terminate present employment:	

PREVIOUS EMPLOYMENT

Name & Address of Employers	Position held	Dates		Reason for leaving and final grade/salary
		From	To	

RELEVANT EXPERIENCE

Please say why you are applying for this post, outline aspects of your experience and give details of any particular achievements or distinctions that you consider relevant to this application. Please use a continuation sheet if necessary.

Where did you see this vacancy advertised?

OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant)

Do you hold a current driving licence?
YES/NO

Do you own a car or have access to a suitable form of transport which would allow you to meet any specific requirements of the post? YES/NO

Are you related to any employee of L.E.Graphics or any of its sister companies? YES/NO
If yes, please provide name(s) and state relationship:

HEALTH

Please state the number of days sickness absence in the last 2 years:

Reasons for sickness absence:

(NB: Successful candidates may be required to complete a full medical questionnaire)

DISABILITY DISCRIMINATION ACT 1995

Are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job? YES/NO

If Yes, please provide further details (use a continuation sheet if necessary):

REHABILITATION OF OFFENDERS ACT 1974

Please note: If the post you have applied for meets the exemption requirements under this Act, all applicants who are offered employment will be subject to a criminal record check before the appointment is confirmed. This will include all spent convictions, cautions, reprimands or final warnings.

Please declare any unspent convictions (or all convictions if the post is exempt) on a separate sheet and tick the box above if doing so.

REFERENCES

Names and addresses of two referees, one of whom should preferably be your current or most recent employer:

Tel No:
Email Address:

Tel No:
Email Address:

Please indicate if we may contact them prior to interview YES/NO

Please state if you were known by another name during any previous employment eg: maiden name:

DECLARATION

I declare that the information given is true and correct. I give my consent to my referees being contacted as indicated and for details of any sickness absence over the last 2 years to be obtained.

Signed DateName

Thank you for completing this application. Please return to:

**The Personnel Department,
L.E.Graphics,
Raceview, Factory Road, Enniskillen,
Co. Fermanagh, Northern Ireland, BT74 6DT**

Data Protection Act 1998

The use of information provided on this form will comply with the requirements of the above Act. It may be processed by computer and is required for operational, managerial information and associated purposes relevant to the maintenance of the department's systems. Such data may also be used to produce personalised statistics.

FAIR EMPLOYMENT MONITORING INFORMATION

L.E.Graphics are committed to promoting equality and diversity. It is our policy to provide employment equality to all, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation and age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively. As an equal opportunities employer we want to ensure that all of our applicants and employees enjoy equality of opportunity. We also want to encourage the best people to apply for vacancies in our company regardless of their background.

The information provided on the monitoring questionnaire will only be made available to the monitoring officer. If you provide us with information in respect of a disability we will use this information to ensure that we meet our legal obligation to make reasonable adjustments. If we make equal opportunities information public, this will be done in a way that ensures anonymity.

THIS QUESTIONNAIRE WILL BE SEPARATED FROM THE REST OF THE APPLICATION FORM IMMEDIATELY ON RECEIPT BY OUR PERSONNEL DEPARTMENT AND BEFORE ANY CONSIDERATION OF CANDIDATES OCCURS

To ensure confidentiality, the questionnaire will be given an identifying number and only the monitoring officer will be able to match this number with your name. Your name should not be written on the questionnaire. The monitoring information collected will be used to measure the effectiveness of our equal opportunity policy, determine the extent to which we promote equality of opportunity and fair participation and will assist us to develop and review positive/affirmative action policies.

We are committed to updating relevant monitoring data regularly. This is because we recognise that individuals may for example, acquire disabilities, change their marital status etc. If the monitoring information you provide us with changes please let us know. **If you have any queries regarding this questionnaire, please contact The Personnel Department, L.E.Graphics, Raceview, Factory Road, Enniskillen, BT74 6DT.**

Monitoring Reference Number:
(for office use)

Statutory Monitoring:

Since 1990, under Fair Employment Legislation, specified public authorities and registered employers have a legal duty to monitor the community composition and sex composition of their workforces.

Community Background:

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. Please indicate the community to which you belong or are perceived to belong to, by ticking the appropriate box below:

Protestant community

Roman Catholic community

Neither the Protestant nor
Roman Catholic community

Sex:

Please indicate your sex by ticking the appropriate box below:

Male

Female

NOTE: If you do not complete this questionnaire, we are encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file/application form.

Voluntary Monitoring:

Ethnic Group:

Please indicate which Ethnic Group you belong to:

Bangladeshi	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black African	<input type="checkbox"/>	White	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Any other ethnic group:	
Chinese	<input type="checkbox"/>		
Indian	<input type="checkbox"/>		

Note on Ethnic Group Groups:

The Equality Commission recommends that the classification groups above be used by those employers developing quantitative monitoring strategies in respect of Ethnic Group. This is because these categories are the same as those used in the Northern Ireland census; consequently the employer will be able to compare the proportion of their applicants and employees from specific Ethnic Groups with equivalent Northern Ireland wide data.

My Nationality is: _____

In asking this question, we want to assure applicants that the information provided will only be used to promote equality of opportunity for applicants and employees on the basis of their Nationality.

Disability:

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability.

Do you consider that you meet this definition of disability?

Yes No

If yes, please state the type of disability

Mental Health Disability	<input type="checkbox"/>
Learning Disability	<input type="checkbox"/>
Physical Disability	<input type="checkbox"/>

Are there reasonable adjustments that we could make as part of our recruitment process that would enable you to enjoy equality of opportunity in getting a job/working with us?

Please specify:

Sexual Orientation:

My Sexual Orientation is towards someone:

- Of the same sex
- A different sex
- Both

Marital Status/Family Status:

Are you married?

- Yes
- No

Are you in a civil partnership?

- Yes
- No

Those With and Without Dependants:

Do you have:

Children? Yes No

If yes, are they at school? Yes No

Other relations, for whom you have significant caring responsibilities?

Other caring responsibilities?

Please specify:

No caring responsibilities

Age:

Please provide your date of birth or tick the Age Band to which you belong:

D.O.B. _____

Age Band:

- 16-21 22-30
- 31-40 41-50
- 51-60 61-65
- 65+

How did you become aware of this vacancy? Please specify the appropriate newspaper, website etc?

L.E.Graphics wish to assure applicants and employees that the monitoring data they provide will be used to promote equality of opportunity for all applicants and employees regardless of their background.

If the monitoring data you have provided us with changes please contact: The Personnel Department, L.E.Graphics, Raceview, Factory Road, Enniskillen, BT74 6DT

Note: It is a criminal offence under the legislation for a person to "give false information in connection with the preparation of the monitoring return".



JOB APPLICATION FORM - GUIDANCE NOTES

Closing Date for receipt of completed applications for this post is: _____

It is important for us to know as much as possible about you, the applicant. Please complete this form accurately and in full as the decision to shortlist you will be based solely on the information you provide on this form. You may attach a CV or other supporting documentation but these may not be read so it is important that the official form should be completed in full. A CV alone will not be accepted. Please read the guidance notes below carefully before completing the application form.

We will treat all documents and information received in support of your application as confidential unless required to disclose them by a statutory body in connection with any claim which may arise out of the appointment.

Guidance Notes - Please read carefully

Completing the Form

1. You must complete all sections of the Application Form.
2. Please complete the form clearly and legibly in black ink, preferably in CAPITAL LETTERS or typescript (minimum size 10pt). If we cannot read the form, we may be unable to determine whether or not you meet the requirements for the post.

Returning the Form

3. A hard copy of the Application Form **must** be signed and dated in the Declaration box.
4. The Application Form **must** be returned signed **to the address given on the form**.
5. We will not accept return of the Application Form by fax, email or other form of electronic transmission.
6. Your completed Application Form **must** arrive by any stated closing date.
7. Late applications will not be accepted.
8. Information in support of your application will not be accepted after the closing date for receipt of applications.
9. Receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope.
10. If you have not been contacted with regard to your application within four weeks of the stated closing date, you can assume that it has been unsuccessful.

General

11. Canvassing will disqualify.
12. A candidate found to have given false information or willfully to have suppressed any material fact may be liable to either disqualification or, if appointed, dismissal.

If the Application Form is not completed and returned in accordance with these Guidance Notes, it will be disqualified.

Please return completed form to: Personnel Department, L.E.Graphics, Raceview, Factory Road, Enniskillen, Co Fermanagh, Northern Ireland BT74 6DT

A spare copy of this application form may be downloaded from www.legraphics.co.uk