

Your Application to join THE TEAM at



Camden | Graphics



POSITION APPLIED FOR

Please take your time to complete the application form as best you can. Your responses will give us our first real impression of what you are like and how well you would fit in with the UKG way of working. **Make sure that you complete all sections fully.**

ABOUT YOU

Surname:

First Name(s):

Address:

.....

..... Postcode:

Telephone Number: Home

(if convenient) Work

Mobile.....

National Insurance Number:

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Would you like to work Full-time Yes No

(tick as appropriate) Part-time Yes No

Would you accept Temporary employment? Yes No

Do you hold a current driving licence? Yes No

Give details of endorsements (if any)

Do you have any holidays booked? Yes No

If yes, please give dates.....

HOURS & DAYS YOU CAN WORK:

For each day of the week, please write any times of the day you can work: i.e. the earliest start time and latest finish time you could do.

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Please indicate maximum hours you can work each week:

.....

YOUR EDUCATION Please indicate your current or most recent areas of study or school work:

School/ College/University attended & Dates	Subject/Qualification	Grade	Date Obtained

If you are still studying, which university or college do you attend?

What is your term time address?

When will your course be completed?

YOUR WORK EXPERIENCE

Please list the jobs you have held **starting with your current** or most recent and working backwards - Please explain any gaps in service

Dates	Full Company Name & Address	Job Title and Main Responsibilities	Reason for Leaving

YOUR WORK EXPERIENCE Continued...

Dates	Full Company Name & Address	Job Title and Main Responsibilities	Reason for Leaving

Pay in your most recent job: Period of notice required for your current employer:.....

ABSENCE/SICKNESS

Days absent from work in your last year's work, If absent, why? _____

To help us gain an understanding of your relevant skills, can you please give 1 or 2 examples of the following

- a) Team Working
- b) Working to Targets
- c) Communication Skills

Please give details of your hobbies & interests:-

Thank you for completing this form – we wish you well with your application. Before signing it, please be sure to read through carefully what you have written, and check that you **have filled in all the sections.**

Your signature will be taken as:

- 1) Acknowledgement that all the information you have provided is complete, correct and not misleading.
- 2) Your understanding that any offer of employment is subject to the receipt of satisfactory references and your permission for us to approach previous employers to obtain references.
- 3) Your authorisation for Carlton Cards/UKG to contact relevant authorities should we need to check any other information concerning your application to join us.

SIGNED: DATE:

Address to return to: **Group Human Resources Dept**

UK Greetings, Mill Street East, Dewsbury, West Yorkshire, WF12 9AW



EQUAL OPPORTUNITIES APPLICATION MONITORING

UK Greetings is committed to equal opportunity. Selection or promotion is based on the applicant's suitability for the job. To help us monitor please could you provide us with the following information:-

Name.....Position applied for:-

Date of Birth (please state).....

Please Tick as appropriate Male Female

Marital Status - Please Tick Married Single Widowed Divorced Separated

Nationality (please state)

I would describe my ethnic origin as (please tick)

White Black Caribbean Black African Indian

Bangladeshi Black Other Pakistani Chinese

Irish Any other ethnic group (please describe).

In order that we may fulfil our responsibilities under the Disability Discrimination Act 1995, please indicate whether you may require any special facilities to assist you during the course of the selection process:-.....

.....

.....

Where did you hear about the vacancy? (please state)

Have you previously worked for UK Greetings? Yes No

If Yes, please state position held.....

Reason for leaving/dates worked

Have you ever been convicted of an offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (as amended)?

Yes No

If yes please give details of the date(s) of offence(s) and sentence(s) passed.....

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Do you have permission to reside in the UK and undertake the type of work for which you are applying?

Yes No

Will you require a work permit? Yes No

Are you a graduate? Yes No

Are you a member of a professional association (please state)

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