



APPLICATION FOR EMPLOYMENT

You must complete all sections of the application form, (applications which 'refer to a CV' or are not fully completed will not be considered) once you have done so please forward to:

*Elaine Robertson
Group HR Manager
Swan Mill Paper Co Ltd
Goldsel Road
Swanley BR8 8EU*

Swan Mill Paper Co Ltd operates an equal opportunities policy to ensure that we do not discriminate on grounds of gender, marital status, colour, race, religion, ethnic or national origin, age or disability when recruiting people or promoting existing employees.

We would appreciate your co-operation in completing this section of the form to help us ensure that our policy is effective. This section of the form is removed prior to being considered for any post.

Please circle the description most relevant to you. Thank you.

Male	Female		
Married	Single		
Date of Birth:			
Do you have a disability?	Yes No		
I would describe my ethnic origin as:			
Bangladeshi	Black African	Black Caribbean	Black Other
Chinese	Indian	Asian Other	Pakistani
White	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)	

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			
			Postcode:
Contact Tel. No:			
Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			
Are you involved in any activity which might limit your availability to work or your working hours e.g. local government?			YES/NO
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?			YES/NO
If YES, please give full details			
Are you willing to work overtime and weekends if required?			YES/NO
Please give details of any hours which you would not wish to work:			
Have you any convictions (including spent convictions under the Rehabilitation of Offenders Act 1974)?			YES/NO
If YES, please give full details			
You may be required, if offered employment, as part of your Application to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment?			YES/NO
Have you ever worked for this Company before?			YES/NO
If YES, please give full details			
Have you applied for employment with this Company before?			YES/NO
Do you need a work permit to take up employment in the UK?			YES/NO
How much notice are you required to give to your current employer?			
Reason for seeking other employment?			
Do any members of your family (including civil partners) etc work for Swan Mill Paper Co Ltd? If, so who are they and what is the relationship?			

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses or membership of any technical or professional associations	Date	Subject	

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job title and a brief description of your duties:			
Length of Service:	From:	To:	

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, state most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

OTHER KNOWLEDGE AND EXPERIENCE

In conjunction with your CV, give details of any other knowledge, interest or experience you may have which in your opinion, demonstrates how you meet the criteria of this post and provide any relevant information not covered elsewhere on this form. (Please continue on a separate sheet if necessary.)

DECLARATION

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

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.

Signature:	Date:
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference. Family members are not permitted to act as referee.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Relationship:	Relationship:
Address:	Address:
Tel. No:	Tel. No:

PLEASE FULLY COMPLETE THIS DOCUMENT

(APPLICATION FORMS WITH 'REFER TO CV' WILL NOT BE CONSIDERED IN THE SHORTLIST PROCESS)

AND RETURN IT TO:

Elaine Robertson
Group HR Manager
Swan Mill Paper Company Ltd
Goldsel Road
Swanley
Kent BR8 8EU

If you are unsuccessful in your application, we may hold onto your application for consideration of future vacancies for a period of 6 months after which time your application will be destroyed. If you would prefer us not to do this please confirm your request in writing. All applications are dealt with in the strictest confidence.