



Application for the post of:

Reference Number:

Salary Expected:

Personal Details

Forename: Surname:

N.I. Number:

Home Address: Email Address:

..... Home Telephone:

..... Mobile Telephone:

..... Please state your preferred contact number:

Details of Emergency Contact

Name: Relationship:

Home Telephone: Work Telephone:

Mobile Telephone:

Please give details below if previously employed by this company:

.....

.....

.....

General

Do you hold a current driving licence? (please tick): YES NO

Is it (please tick): Full Provisional LGV PCV

Do you have any endorsements on your licence? If so, please provide details:

.....

.....

.....

Have you ever been convicted of a criminal offence other than a spent conviction under the "Rehabilitation of Offenders Act 1974"? If so, please provide further details:

.....

.....

.....

Are there any adjustments that may be required to be made should you be invited for interview? If so, please state:

.....

.....

.....

References

Please indicate two people who can provide references – one of whom should preferably be your present / most recent employer:

Name:

Company Name:

Company Address:

.....

.....

.....

Tel No:

E-mail:

Occupation:

Name:

Company Name:

Company Address:

.....

.....

.....

Tel No:

E-mail:

Occupation:

I give/do not give *(delete as appropriate)* permission to take up my references prior to an offer of employment being made.

I give/do not give *(delete as appropriate)* permission to take up my references prior to an offer of employment being made.

PLEASE NOTE:
ALL JOB OFFERS WILL BE DEPENDENT UPON US RECEIVING TWO SATISFACTORY REFERENCES

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, Newsquest Wales and Gloucestershire has a legal duty to check that all new employees are legally entitled to work in the UK.

Do you have:

- a) A document detailing your national insurance number (eg P45, P60, Payslip from previous employer)? YES NO
- b) A birth certificate issued in the UK or Republic of Ireland? YES NO
- c) A passport or national identity card issued in and stating that you are a national of one of the European Economic area states? YES NO
- d) Another document which states that you have permission to work in the UK? YES NO

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES NO

If YES – please provide details:
.....
.....
.....
.....
.....

If you are successful in your application, would you require a work permit prior to taking up employment? YES NO



Current Employment

Please state the length of notice required from your current employer:

Previous Employment

Please commence with your current employer:

Company Name:

Company Address:

Jobs Held and Key Achievements:

.....
.....
.....
.....
.....

Company Name:

Company Address:

Jobs Held and Key Achievements:

.....
.....
.....
.....
.....

Company Name:

Company Address:

Jobs Held and Key Achievements:

.....
.....
.....
.....
.....

Company Name:

Company Address:

Jobs Held and Key Achievements:

.....
.....
.....
.....
.....

Please continue on a separate sheet if necessary



Personal, Technical and Professional Qualifications

| Name of School/College/University | Details of courses and exam results, stating subjects |
|---|---|
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |

Vocational Training/Short Courses Attended

| Training Company Name | Type, Duration and Qualifications |
|---|---|
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |

Please continue on a separate sheet if necessary



Medical History Report

**ALL APPLICANTS TO COMPLETE QUESTIONS 1-6
APPLICANTS APPLYING FOR POSITIONS USING A VDU
MUST ALSO COMPLETE QUESTIONS 7 - 11**

The Company encourages applications from disabled people and is aware of its responsibilities under the terms of the Disability Discrimination Act 1995.

The questions on the next two pages are asked in order that we may be in a position to accommodate the needs of disabled applicants.

We confirm that the information provided will be dealt with in strict confidence.



The Company encourages applications from disabled people and is aware of its responsibilities under the terms of the Disability Discrimination Act 1995.

1 Please give details of any medical condition, past or present, of which we should be aware of. (Please give details of any prescribed medication used):

.....
.....
.....
.....
.....

2 Have you been absent from work on account of illness or injury during the last 12 months?
YES NO

3 If you answer "YES" to question 2, please give details of illness, including length of time absent from work:

.....
.....
.....
.....
.....

4 Do you suffer from a physical or mental disability?
YES NO

5 If you answer "YES" to question 4, do you require any adjustments and if so, what adjustments might you require?

.....
.....
.....
.....
.....

6 Are you registered Disabled?
YES NO

Declaration

I declare to the best of my knowledge and belief that the answers to the above questions are true and complete.

Signed: Date:

Print Name:



The job you have applied for involves repetitive movements of fingers/wrists/arms. Although the majority of our employees suffer no ill effect as a result of doing repetitive action jobs, for a small number of individuals, such jobs can cause discomfort. Our policy is to take extra care by additional health screening. The following questions are asked in order that we may be in a position to consider any reasonable adjustments that may be appropriate.

7 Do you have any history of:

Rheumatism of the arms or wrists? YES NO
 If YES, please give details:

Carpal Tunnel Syndrome? YES NO
 If YES, please give details:

Cervical Spondylosis (painful restricted movements of the neck)? YES NO
 If YES, please give details;

Fractures of the upper limbs (i.e. arms, wrists, fingers)? YES NO
 If YES, please give details:

Operations on the upper limbs? YES NO
 If YES, please give details:

Tenosynovitis, Tendinitis, Tennis Elbow or Golfers Elbow? YES NO
 If YES, please give details:

8 Have you previously been employed in a job which involved repetitive movements? YES NO

9 If you answer "YES" to question 8, please provide the following information:

Company Name and Address:

Length of Employment:

Type of Work (i.e. Keyboard, assembly):

10 Are you involved in any sports or hobbies which may lead to a joint / muscle strain of the upper limbs (eg racket games, golf, knitting etc)? YES NO

11 If you answer "YES" to question 10, please give details of the activity and approximate number of hours per week:

.....

.....

Declaration

I declare to the best of my knowledge and belief that the answers to the above questions are true and complete.

Signed: Date:

Print Name:



Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

I understand that any offer of employment is subject to receipt of satisfactory references.

Signed: Date:
Print Name:

Office Use Only

Interviewed by: Date:

Diversity Monitoring

We take our responsibility to maintain a diverse workforce very seriously. In addition to a comprehensive equal opportunities policy, the Company also publish a diversity statement on their website. A copy of the statement is at the end of this page.

An important part of any diversity programme is ensuring effective monitoring takes place. Our objective is to monitor the correlation between diverse groups of applicants and those appointed to the job. We aim, where possible, to reflect the demographics of the regions that we operate within.

We would appreciate your help in achieving our objectives by asking you to complete the questionnaire below. Please be assured that your completed questionnaire will be separated from your application form before your application is sent on to the recruiting officer. The information you provide us with will be handled confidentially and will not affect your application in any way.

Name (optional):

Please state the position applied for:

Please tick the appropriate boxes below:

- 1. My gender is: Male
- Female
- 2. Are you disabled: Yes
- No
- 3. My ethnic origin is: White British
- Other White
- Asian
- Eurasian
- Other Asian
- Black Caribbean
- Black African
- Black Other
- Other (please state):

4. Date of Birth:

Diversity Statement

Newsquest is committed to encouraging diversity throughout its workforce. Our mission is to publish market-leading newspapers which reflect the views of the communities they serve. To that end, our diversity programme encourages a workforce that reflects local demographics and provides equality and fairness for all who work for us. We are committed to:

- Encouraging diversity throughout our business
- Upholding our equal opportunities policies
- Monitoring progress in managing diversity

On completion, to ensure confidentiality, please return this form in a separate envelope marked "Diversity" to: Kelly Rivers, Newsquest Wales & Gloucestershire, Cardiff Road, Maesglas, Newport. NP20 3QN



Additional Information

Please use to space for any additional information you wish to include

A large rectangular area containing horizontal dotted lines for writing.