



# APPLICATION FOR EMPLOYMENT

This application form is designed to record information about you in order to provide a basis for systematic selection. All information you provide will be treated as confidential and no enquiries will be made of past or present employers without your knowledge, and then only if we are considering offering you a position with our Company.

The sole criterion for selection is the suitability of the candidate for the post regardless of sex, marital status, age, ethnic origin, disability, race, colour, nationality, religion or sexual orientation.

**THE COMPANY IS AWARE OF ITS RESPONSIBILITY UNDER THE TERMS OF THE EQUALITY ACT 2010.**

<b>APPLICATION FOR THE POSITION OF:</b>		
<b>POST NO:</b>		<b>APPLICANT NO: (Office Use Only)</b>
<b>LOCATION OF ROLE (IF KNOWN):</b>		
<b>PERSONAL INFORMATION</b>		
<b>TITLE:</b>	<b>SURNAME:</b>	<b>FORENAMES:</b>
<b>ADDRESS:</b>		<b>CONTACT DETAILS:</b>
		<b>HOME TEL:</b>
		<b>WORK TEL:</b>
		<b>MOBILE:</b>
<b>POSTCODE:</b>		<b>E-MAIL:</b>
<b>NATIONAL INSURANCE NO:</b>	<b>MAIDEN NAME:</b>	<b>CHILDREN'S AGES (if applicable):</b>
If you have previously been employed by Newsquest Media Group or any of its divisions please provide details:		
If you have applied for a position with Newsquest Media Group or any of its divisions within the last 18 months please provide details:		
If you have a relative employed by Newsquest Media Group please provide details:		
Do you possess a full, current UK driving licence? <b>YES / NO</b>	Please give details of any current endorsements:	
Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974? <b>YES / NO</b> <b>If yes, please give details:</b>		
Under the Asylum & Immigration Act 1996, Newsquest Media Group has a legal duty to check that all new employees are legally entitled to work in the UK. <b>This section must be completed by all applicants.</b>		
Do you have a document detailing your National Insurance number (e.g. P45, Payslip)?		YES / NO
<b>Plus:</b>		
a)	A FULL Birth Certificate issued in the UK or Republic of Ireland	YES / NO
b)	A passport or national identity card issued and stating that you are a national of one of the European Economic area states?	YES / NO
c)	Another document which states that you have permission to work in the UK?	YES / NO
d)	Do you need a work permit to work in the UK?	YES / NO
e)	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 <b>YES</b> – please provide details : .....		
.....		
.....		
<b>NB – All applicants invited to interview will be required to produce official documentation to show they are legally able to work in the UK</b>		

**EDUCATION / QUALIFICATIONS**

Name of Secondary School:

Qualifications Gained:

Name of University/College:

Qualifications Gained:

Additional qualifications, membership of professional associations etc.  
  
  

**\*\* PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY \*\***

**\*\* For Qualified Editorial Applicants Only \*\***

Shorthand speed (if applicable) : .....

Date of passing NCE/NQJ (if applicable) : .....

**EMPLOYMENT HISTORY**

1. Name & address of current / last employer:

Date Joined:  Date Left:  Final Salary: £

Position Held:

Brief description of role:

Reason for Leaving / Intention to Leave:

Length of notice period required:

2. Name & address of employer:

Date Joined:  Date Left:  Final Salary: £

Position Held:

Brief description of role:

Reason for Leaving:

**NB – Further employment history is to be detailed on your CV, a copy of which must be sent with your application.**

**UNEMPLOYMENT HISTORY**

Please detail any period of unemployment longer than 30 days.

**COMPETENCY APPLICATION FORM**

**Relevant Skills, Knowledge, Experience**

In this section, you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role. Where applicable, please refer to the job description.

As a guidance, you may use the following headings :

**Communication \* Planning and Organising \* Team Working \* Leadership**

You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

**Please continue on a separate sheet if necessary**

**“Other” Relevant Information**

Please give full detail of any other experience, achievements or attitudes which you consider particularly relevant to this appointment.:

VOCATIONAL TRAINING		
Course Title	Organising Body / Company	Resulting Qualification
PERSONAL DEVELOPMENT		
Please give detail of any professional, technical or other qualifications		
SOCIAL ACTIVITIES		
Hobbies/Leisure Interests:		
Are you a member of any societies, clubs or other organisations? If yes, please give details:		
Have you booked any holidays within the next six months? If yes, please provide details:		
REFERENCES		
<ul style="list-style-type: none"> <li>• Please provide two references, one of these should be your <u>present</u> or <u>last</u> employer.</li> <li>• Referees will only be approached once an offer of employment has been made.</li> <li>• Please note : We will NOT accept references from relatives or friends</li> </ul> <p><b><u>**ALL JOB OFFERS WILL BE DEPENDENT UPON US RECEIVING TWO SATISFACTORY REFERENCES**</u></b></p>		
Name:		Name:
Position:		Position:
Company name & address:		Company name & address:
Postcode:		Postcode:
Contact Telephone no.:		Contact telephone no.:
e-mail address :		e-mail address :
<p>I consent to the above referees being contacted should my application be successful and any engagement entered into is subject to the following conditions:</p> <p><b>Validity:</b> I declare that the information given on the application form is, to my knowledge true. I understand that if it is subsequently discovered that my statement is false or misleading, an offer of employment may be withdrawn or I may be dismissed from employment by the Company. I also agree to a medical examination if required. I understand that any offer of employment is subject to receipt of satisfactory references.</p>		
Applicants Signature:		Date:
SPECIAL REQUIREMENTS FOR RECRUITMENT AND INTERVIEW PROCESS		
<p>Newsquest Media Group is working to improve the employment opportunities that it offers people with disabilities. Please indicate if you require any adjustments to the recruitment process to assist in your application for the job and/or need any assistance for interview, and we will do our best to meet your needs. For example: Induction loop, wheelchair access etc.</p>		
Please specify requirements:		

**DATA PROTECTION**

All applications should be returned to the appropriate contact. Newsquest Media Group will use the information provided by you to evaluate your suitability for the position to which you have applied. Newsquest Media Group may also seek additional information from other sources, for example, by using your references. In addition, some information will be used for equal opportunities and monitoring purposes. Information contained in this application and any information obtained from other sources will be retained in all cases in hard copy form and/or computer for a period of up to 6 months for administration purposes.

**By returning this application form to us, you expressly consent to Newsquest Media Group obtaining, holding and processing information for you about these purposes.**

**ADDITIONAL INFORMATION**

Please use this space for any additional information you think may support your application:

**FOR INTERVIEWERS USE ONLY:**

**Name of Interviewer(s):**

**Date of Interview:**

**Interviewer's Comments:**

**Successful/Unsuccessful:**

**Reason:**

**Full Birth Certificate or passport examined and copied:**

**Proof of NI Number copied:**

**Driving licence copied (if applicable) :**