

Innovia Films Ltd – Station Road, Wigton, Cumbria, CA7 9BG, UK

General Application for Employment

Please complete this form using BLOCK capitals and return to: Human Resources Department, Innovia Films Ltd, Wigton, Cumbria, CA7 9BG, UK or <u>HR.admin@innoviafilms.com</u>.

Position Applied For	
Department	
Available to take up post from	Wage / Salary expectation

If you are applying for an advertised vacancy, from what source did you learn of it?

Personal Details

(Dr, Mr, Mrs, Miss, Ms) (please delete as appropriate) Surname	Forename(s)
Home Address	Address for Correspondence (if different from home address)
Post Code	Post Code
Home Telephone Number (including STD code)	Telephone Number (including STD code)
Mobile Telephone Number	E-mail Address

Place of Birth	Nationality
National Insurance Number	WRS/ Work Permit No.

Please give date(s) on which you will not be available for interview, for example annual holidays
Period of notice required

Do you hold a current full driving licence?	Yes No
Do you own a car/motorcycle? (please delete as appropriate) Have you any current endorsements (give details	Yes No

Are you eligible to work in the UK?	Yes No
Do you require a work permit?	Yes No If Yes, please give details below

Have you previously been employed by the Company ?	Yes No
If Yes, please give details below (dates employed, positions held etc)	

If offered this position will you continue to work in any other capacity (including voluntary work)?	Yes No
If Yes, please give details below	

Education and Qualifications

School(s)/Colleges etc. attended from age 11	From	То

Secondary Education					
Subject	Level	Grade	Subject	Level	Grade

Further and Higher Education (Including Apprenticeships)			
Name of Establishment	Level	Subject/Trade	

Qualifications currently being studied for:			
Name of Establishment	Level	Subject	

Professional/ External Training/ Special Courses/ Government Training etc. (continue on a separate sheet if necessary)			
College/Institute	Qualification	Level	Date(s)

Membership of Professional Bodies/ Organisations			
Grade/Level/Position	Registration Date		

Employment History (Include any unpaid or voluntary work) (Continue on a separate sheet if necessary)

Name and Address of Present Employer and Nature of Business	Post Held/Nature of Work/Responsibilities	From	То	Reason for Leaving
Current Salary/Wage (including any bonuses/benefits): £ per				

Name and Address of Previous Employers and Nature of Business (most recent first)	Post Held/Nature of Work/Responsibilities	From	То	Reason for Leaving

Information in support of your application

Please summarise the duties and responsibilities of your present or latest post, and offer evidence of your suitability. Emphasise relevant experience in respect of the post for which you are now applying by highlighting personal attributes, experiences, achievements or research not mentioned elsewhere (use additional sheets if necessary)

What attracted you to this position? What contributions do you think you can make to the Company?

What has given you the greatest satisfaction at work to date and why?

<u>General</u>

Please outline your interests outside work (membership of clubs, organisations, any spare time offices etc.) Include any positions of responsibility held.

Languages spoken and degree of fluency, if applicable
Do you have any unspent criminal convictions? (Declaration subject to the rehabilitation of
offenders act 1974) Yes No
If yes give details

References

Please give details of two referees, one of whom should be your current or most recent employer.		
Have you any objection to your referees being contacted? Yes No		
If Yes, no contact will be made without your prior permission.		
Name/Title	Name/Title	
Address	Address	
Telephone Number (including STD code)	Telephone Number (including STD code)	
E-Mail Address	E-Mail Address	
Relationship/Occupation	Relationship/Occupation	

Declaration

I understand that any offer of employment will be subject to satisfactory references and completion of a medical, the results of which are satisfactory to the Company.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement, or essential facts concealed, may be sufficient cause to disqualify my application, or if employed, lead to my dismissal.

Signature

Date