



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

Apprenticeship
A p p l i c a t i o n f o r E m p l o y m e n t

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

| | | | | | |
|--|--------------------------|-----------------------------|--------------------------|----------------------------|--------------------------|
| Type of job applied for | | | | | |
| If you are a school leaver please tick employment sought (below) | | | | | |
| Mechanical | Electrical | Manufacturing Technician | Laboratory | Business Administration | IT / IS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| |
|--|
| 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 | Worker Registration Number |

| |
|---|
| Please give date(s) on which you will not be available for interview, for example annual holidays |
| Period of notice required, or date you left, or will leave school |

| | | |
|--|------------------------------|-----------------------------|
| Do you hold a current full driving licence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you own a car/motorcycle? (please delete as appropriate) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you any current endorsements (give details) | | |

| | | | |
|-------------------------------------|------------------------------|-----------------------------|-----------------------------------|
| Are you eligible to work in the UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Do you require a work permit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If Yes, please give details below |
| | | | |
| | | | |

| | | |
|--|------------------------------|-----------------------------|
| Have you previously been employed by the Company? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If Yes, please give details below (dates employed, positions held etc) | | |
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Interests

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

| <u>Secondary Education</u> | | | | |
|----------------------------|------|----|---------|--------------|
| Name of School/College | From | To | Subject | Grade/Level* |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* or forecasted grades (school leavers only)

| <u>Further and Higher Education (Including Apprenticeships) (if applicable)</u> | | | | |
|---|------|----|---------------|-------------|
| Name of Establishment | From | To | Subject/Trade | Grade/Level |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| <u>Qualifications currently being studied for (if applicable)</u> | | | |
|---|---------|-------|----------------|
| Name of College/University | Subject | Level | Expected Grade |
| | | | |
| | | | |
| | | | |
| | | | |

| <u>Professional/ External Training/ Special courses/ Government Training etc. (if applicable)</u> (continue on a separate sheet if necessary) | | | |
|--|---------------|-------|---------|
| College/Institute | Qualification | Level | Date(s) |
| | | | |
| | | | |
| | | | |
| | | | |

| <u>Membership of professional bodies/ organisations (if applicable)</u> | | |
|---|----------------------|----------------------|
| Name of Body | Grade/Level/Position | Date of Registration |
| | | |
| | | |
| | | |

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

| Name and Address of Previous Employers and Nature of Business (most recent first) | Post Held/Nature of Work/ Responsibilities | From | To | Reason for Leaving |
|---|--|------|----|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Current Salary/Wage (including any bonuses/benefits): | | | £ | per |

| |
|--|
| <p>If offered this position will you continue to work in any other capacity? (including voluntary work) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please give details below</p> |
| |

References

| | |
|--|---------------------------------------|
| <p>Please give details of <u>two</u> referees, one of whom should be your current or most recent employer or school tutor (school leavers only).</p> <p>Have you any objection to your referees being contacted? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, no contact will be made without your prior permission.</p> | |
| 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

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|--|------|
| <p>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.</p> <p>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.</p> | |
| Signature | Date |



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Equal Opportunities Monitoring

IMPORTANT: Please read the notes overleaf before completing this form. This form is not part of the selection process. *Please complete in full.*

| | |
|----------------|---|
| Full Name: | Position Applied For: |
| Date Of Birth: | Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> |

How did you find out about this vacancy:

Do you consider yourself disabled: No Yes

Are you currently in paid work: No Yes

| Ethnic Group | | | |
|---|---|---|---|
| <u>White</u> British Irish Any other white background | Please Tick <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <u>Mixed</u> White and Black Caribbean White and Black African White and Asian Any other mixed background (Please write in) | Please Tick <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <u>Asian or Asian British</u> Indian Pakistani Bangladeshi Any other Asian background (Please write in) | Please Tick <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <u>Black or Black British</u> Caribbean African Any other Black background (Please write in) | Please Tick <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <u>Chinese or Other Ethnic Group</u> Chinese Any other (Please write in) | Please Tick <input type="checkbox"/> <input type="checkbox"/> | The person dealing with this vacancy: | |

Equal Opportunities Monitoring

What are we trying to achieve?

Innovia Films Ltd is committed to achieving fairness and equality in employment. No job applicant or employee will be treated less favourably or disadvantaged, either directly or indirectly, on the grounds of disability, age, race, colour, nationality or ethnic origin, religion or belief, sex, marital status, sexual orientation or any other unjustifiable reason.

Why do we ask for information?

Our recruitment and selection policies and procedures are reviewed regularly to ensure that everyone is treated according to their merits and abilities. We use the information to check to what extent the people who apply to us for jobs, or who get jobs with us, are representative of the local population. This in turn helps us to judge whether our recruitment processes are fair and equally open to everyone regardless of their background. Monitoring helps us to develop future initiatives to overcome discrimination. It is, therefore, important that you complete the monitoring form in full.

What happens to the form?

The form will be separated from your application and will not be passed on to anyone involved in the short-listing, selection or appointment for the post for which you are applying. It will be stored securely and confidentially. If you are unsuccessful this will be for a period of six months. Should you be successful the data will be held on your personal file for future monitoring purposes.

Disabled Applicants

Under the Disability Discrimination Act, 1995, a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.

We ask whether you are disabled for the purpose of considering what reasonable adjustments you may need to carry out the duties of the post. If you are successful every effort will be made to supply any necessary adaptations, employment aids or equipment. Where driving is an essential requirement of the job and you have a disability which prevents you from driving a standard motor vehicle, reasonable adjustments will be considered.

We are committed to interviewing all disabled applicants who meet the essential criteria of the job. Please let us know of any reasonable adjustments which are needed to ensure the interview is accessible to you.