

AMRA APPLICATION FORM

Amra / 62-65 Chandos Place / London WC2N 4LP / 020 7845 0100

Amra, part of the Trinity Mirror Group, is committed to a policy of Equal Opportunity in its employment practices.
Section 1 of this Application Form is used for monitoring purposes.

Surname: Mr/Mrs/Miss/Ms	First Name
Marital Status	Date of Birth
Address:	
Post Code:	
Telephone No. Daytime:	Evening:

Recruitment

Office use only

Position applied for:	Vacancy Ref. No.
Please state where you saw this position advertised:	Candidate Ref. No.

Section 1 – Equality & Diversity Monitoring

You are asked to provide the following information so that we can monitor the effectiveness of our Equal Opportunities Policy. The information you provide on this sheet will be detached from the remainder of the form and will not be used by Trinity Mirror Regionals in the shortlisting process. Where alternative responses are offered, please tick the appropriate box.

Personal Details

Gender	Date of Birth	Age	UK Work Permit Required	Application Status
Male/Female delete as appropriate			Yes/No delete as appropriate	Internal/External delete as appropriate

Ethnic Origin I would describe my ethnic origin as: (tick relevant option)

Black - African		Indian		White	
Black - Caribbean		Pakistani		Chinese	
Black – Other*		Bangladeshi		Other*	

*If you have described yourself as “Black – other” or “Other” please give details:

Disabilities

Do you consider yourself to have a disability?	YES/NO delete as appropriate
If yes, please describe:	
If you consider that you have a disability, are there any special arrangements that we can make for you should you be called to interview?	
Some health difficulties may not constitute a disability but may impact on your ability to undertake certain aspects of work (e.g. Asthma etc) Please state whether you anticipate any such difficulties in relation to the position for which you are applying?	

Criminal Convictions

Have you any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?	YES/NO delete as appropriate
If yes please give details:	

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Section 2 – Employment History

Present Employment

Job Title:	Name and Address of Present or last Employer:
Date of Appointment:	
Gross Salary/wage:	
Normal Hours Worked:	Notice Period:
Brief Details of Duties & Responsibilities:	

Past Employment – (most recent first)

Employer's Name	Employer's Name	Position Held

Past Employment – continued...

Employer's Name	Employer's Name	Position Held

Section 3 – Relevant Non-Qualification Courses Attended

Organising Body	Courses Details	Dates

If called for interview you should be prepared to produce certificates.

Section 4 – Educational/Training Qualifications Obtained

School/ College/ University/ Placement	Dates	Courses taken/Qualifications	Date of Exam	Grade

Section 5 – Other Information

Driving License

Do you hold a current Driving License?	YES / NO delete as appropriate
Do you have any endorsements current or pending?	YES / NO delete as appropriate
If yes please give details _____	
Have you ever been disqualified from driving?	YES / NO delete as appropriate
If yes, please give details _____	

External Applicants Only

Have you applied for a post with or worked for this company before?	YES / NO delete as appropriate
If yes, please give details/dates of service _____	
Do you have any relatives or friends employed by this Company?	YES / NO delete as appropriate
If yes, please give details _____	
If you are invited to attend for assessment or interview, do you have any special requirements?	

Leisure Interests

Please give details of any recreational pursuits, hobbies, interests voluntary service, etc.
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Please supply the names and addresses of two referees

Work Experience				
	Address		Can they be contacted now?	YES / NO
	Tel No.			
Character				
	Address		Can they be contacted now?	YES / NO
	Tel No.			

Experience

Please give details of your duties and achievements in previous posts. You should indicate experience, special knowledge skills, personal qualities and motivation, which relate to this particular job.

Amra will use your information, including any that you provide on this application form, to assess your suitability for employment with us. If your application is unsuccessful, we would like to keep a record of your information in case other job opportunities arise in the future within the Trinity Mirror Group that we think may interest you.

If you do not wish us to do this then please tick this box:

If your application is successful we will use your information for personnel administration and management purposes, including carrying out appropriate security checks. We may need to share your information for these purposes with our associated companies and our agents.

You consent to our processing information regarding your health, criminal convictions and/or racial/ethnic origin for the purpose of your employment with Amra.

Declaration

I understand that if I am engaged by the Company, it will be a condition of employment that the information given on this form is true in all material facts and that this application will form part of any subsequent contract of employment.

I accept that an offer of employment will be subject to both satisfactory employment and medical references being obtained by the Company.

Signed.....Date.....