



LITTLEHAMPTON BOOK SERVICES LTD

Faraday Close, Durrington, Worthing, West Sussex, BN13 3RB

A Hachette UK Company



Completing this application

Please complete this form **clearly and in block capitals**. **All sections should be completed in detail**. CVs will be accepted, but only if submitted with a covering letter. Please send completed form and / or CV and covering letter to vacancies@lbsltd.co.uk or to Human Resources at the above address.

If you have any problems filling in this form please ring Littlehampton Book Services Ltd on 01903 828500 and ask for Human Resources. **If you have not been contacted within 3 weeks of the closing date of the position you have applied for, you can assume that your application has been unsuccessful in this instance.**

Position applied for?			
Where did you hear about this vacancy?			
When would you be available to start?			
If offered this position will you continue to work in any other capacity?	Yes	No	
If yes please provide details and hours worked per week:			
Have you previously worked for us?	Yes	No	
If yes please provide dates:	Direct	Agency	

Personal details

Title:	Forename(s):	Surname:	
Home address:			
Postcode			
Mobile:	Other phone:	E-mail:	
Are you legally eligible for employment in the UK?		Yes	No
Do you have proof of eligibility to work in the UK?		Yes	No
Do you require a Work Permit to work in the UK?		Yes	No
Do you have a current full clean UK driving licence?		Yes	No
Please provide details of any restrictions (restrictive covenants) from your current/previous employer that will affect your ability to work for the company?			
Please provide details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).			

Employment

Please provide details of your current and past employment (beginning with your most recent).

Name & Address of Employer:	
Type of business:	Tel:
From Month/Year:	To Month/Year:
Starting Annual Salary:	Leaving Annual Salary:
Job Title:	
Describe the work you did:	
Reason for leaving:	

Name & Address of Employer:	
Type of business:	Tel:
From Month/Year:	To Month/Year:
Starting Annual Salary:	Leaving Annual Salary:
Job Title:	
Describe the work you did:	
Reason for leaving:	

Name & Address of Employer:	
Type of business:	Tel:
From Month/Year:	To Month/Year:
Starting Annual Salary:	Leaving Annual Salary:
Job Title:	
Describe the work you did:	
Reason for leaving:	

Name & Address of Employer:	
Type of business:	Tel:
From Month/Year:	To Month/Year:
Starting Annual Salary:	Leaving Annual Salary:
Job Title:	
Describe the work you did:	
Reason for leaving:	

Academic Qualifications

Please provide details of your qualifications (beginning with your most recent).

Qualification	Grade	Academic Establishment	Date Obtained

Training & Skills

Please provide details of any other qualifications or training courses you have attended such as IT training, first-aid, forklift training, etc.

Qualification	Grade	Establishment	Date Obtained

Please Provide a Personal Profile

How you see yourself, how you think others may perceive you.

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Experiences & Interests

Please outline any particular experience gained in previous employment or in activities outside of work that you feel will support this application and illustrate your aptitude and skills for the position applied for:

Total number of days sick in the past 2 years?	
Any relevant information given e.g. times, reasons, sickness periods, manager concerns	

References

Please provide names, addresses and occupations of **two previous employers** as referees whom we may approach with regard to your application. References will only be taken up after a job offer has been made.

Referee 1:	
Forename(s):	Surname:
Occupation:	Company Name:
Capacity in which known:	
Address:	
Postcode:	
Tel:	E-mail:

Referee 2:	
Forename(s):	Surname:
Occupation:	Company Name:
Capacity in which known:	
Address:	
Postcode:	
Tel:	E-mail:

Applicant Declaration

Data Protection Act 1998 (to be read and signed by the applicant)

The Company needs to collect and use certain types of information about applicants in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998. The Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

To the best of my knowledge and belief the information I have provided for this application is correct. I consent to the Company holding this information on file, for as long as it considers necessary, to fulfil the purpose for which it was obtained and to process it in accordance with the requirements of the Act or other procedures implemented by the Company for this purpose from time to time. I also understand that any false statements on this form may justify subsequent dismissal if employment is secured.

Signature:	Date:
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For Office Use Only

Date Application Received On:	To Interview: Yes No
Application evaluated by:	Date:
Comments:	
Interview Comments:	Interview Date:
Job Offer: Yes No	Start Date: