



Linco Communications Ltd.

Application Form

Please ensure you complete this application form and the equal opportunities monitoring form in black ink and send both with your Curriculum Vitae to:

Human Resources Manager
Linco Communications Ltd.
City Lab
4-6 Dalton Square
Lancaster LA1 1PP

Post Applied for:

Personal Details

Surname	
First name(s)	
Title	
UK National Insurance Number:	
Address	
Post code	
Telephone number	Home Work Mobile <i>May we contact you at work?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Email address	

Do you need a UK work permit to undertake this job under the terms of the Immigration and Asylum Act 1996?

Yes No

Details of any permit currently held:

Optional information

This information is optional and will not affect your application form being considered.

Date of birth

Gender

male

female

Employment History (Please start with current or most recent)

Post held	Employer	From - To	Salary/Benefits	Reason for leaving

Do you hold a current clean driving licence Yes

No

Where did you find out about this post?

Criminal Offence

Have you ever been convicted of a criminal offence?

Yes

No

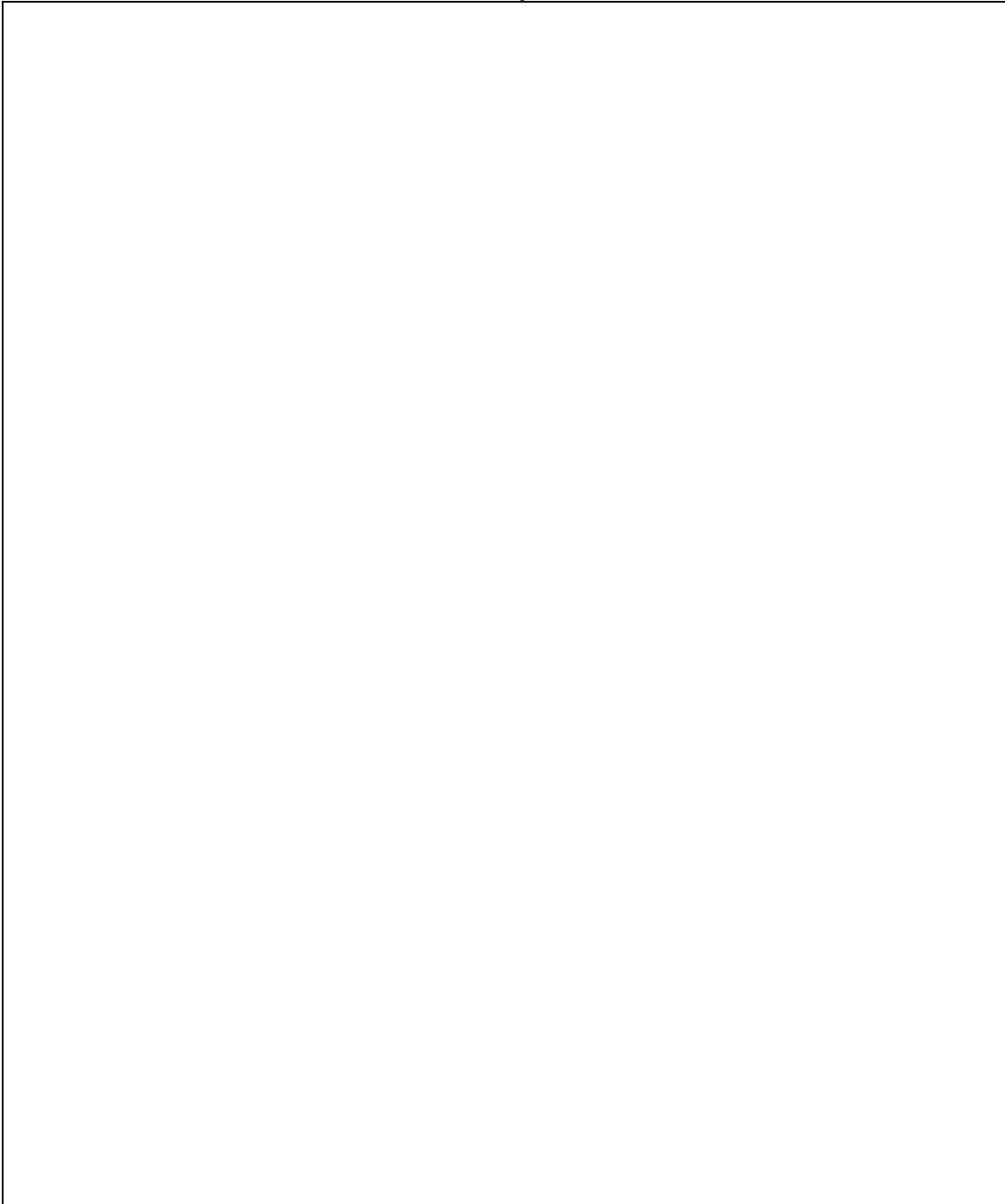
If yes please give details

This information will be treated in the strictest confidence under the Data Protection Act regulations.

Additional Information:

Please give your reasons overleaf for applying for this post and any additional information which demonstrates how you match the person specification which you have been sent with this application form. This page can be handwritten or typed.

Please use additional sheets if necessary

A large, empty rectangular box with a thin black border, intended for the applicant to provide their reasons for applying and additional information. The box is currently blank.

References

Please give details of 2 references one of whom should be your current or latest employer if applicable.

We will not contact your referees unless the post is offered to you.

1.

Name	
Relationship to you	
Address	
Post code	
Telephone number	

2.

Name	
Relationship to you	
Address	
Post code	
Telephone number	



Linco Communications Ltd.

Equal Opportunities Policy in Employment

Job Applicant Monitoring Form

Linco Communications Ltd seeks to ensure its recruitment and selection process promotes and meets Equal Opportunities regulations. Therefore you **must** complete the form below when you apply for a job with our company.

Please **return** this form with your completed application form to the address given with your job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes.

<p>Details of the post applied for.....</p> <p>Salary / Grade.....</p>
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<p>1.</p> <p>Name (block capitals).....</p>

<p>2.</p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p>
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<p>3.</p> <p>Marital Status</p> <p>Single <input type="checkbox"/> Married <input type="checkbox"/></p>
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<p>4.</p> <p>Do you consider yourself to have a disability or to be a deaf person?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>5.</p> <p>Age group</p> <p>20 - 30 <input type="checkbox"/> 31 - 40 <input type="checkbox"/></p> <p>41 - 50 <input type="checkbox"/> 51 - 60 <input type="checkbox"/></p> <p>61 + <input type="checkbox"/></p>
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6.

Please tick the box which best describes your cultural / ethnic/ racial origin:

a)

White

British

Irish

Other White background (please specify).....

.....

b)

Mixed

White and Black Carribean

White and Black African

White and Asian

Other

Please specify.....

.....

c)

Black or Black British

Caribbean

African

d)

Asian or Asian British

Indian

Bangladeshi

Pakistani

e)

Chinese or other Ethnic Group

Chinese

Other

Please specify.....

Thank you for completing this form which will help us to promote equality

