

Finishing Assistant

Full-Time

An exciting opportunity has arisen in Europe's leading specialist finishing house based in Leicester. Clinical Print Finishers are seeking a folding assistant to support the folding operators working within our busy production department.

Previous experience working with print finishing equipment is required.

Your tasks would include running print finishing machines under supervision and assisting the operator on multiple person jobs.

Other tasks would include moving work in and out of the production areas and any other related tasks.

There would be an opportunity for the right candidate to receive advanced training later to move on to operating the folding or related print finishing machines.

You must be qualified to GCSE Grade C standard or equivalent in both English and Math's and demonstrate the ability to communicate effectively.

A high attention to detail is essential, and you must be numerically competent to ensure the work you are producing is to the highest of standards.

You will also be liaising directly with all departments within the company so must be able to work confidently in a team environment.

In return you will receive excellent support from the team here, a competitive salary, 26 days holiday + bank holiday and death in service benefit.

Shift is Mon-Fri 8am to 4pm. Some overtime working will be required.



Application Number.....

POSITION:.....

APPLICATION FORM

This page will be kept separate from the rest of your application until after shortlisting has taken place

Surname..... Forenames.....

Address.....

.....Post Code.....

Telephone NumberDate of birth.....

Nationality.....

(Upon an offer of employment by the company, you may be required to undergo a medical examination)

Application Number.....

POSITION:.....

JOB APPLICATION

Job Title:

Salary: TBC

Education

Dates	Educational Establishment	Qualifications gained (with grades)

EMPLOYMENT

Please give details of previous employment, starting with the most recent/current post.
Please give details of your main duties in each post.

Dates	Employment	Salary and Reason for leaving

ACTIVITIES OUTSIDE WORK

Please give details of other activities you enjoy on a regular basis

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OTHER INFORMATION

Please give any other information about yourself, your experience and the reasons you are interested in this post, which you consider relevant. Please refer to the Job Specification and Person Specification if necessary.

Please continue on a separate sheet if necessary.

Please give the following information:

Do you hold a current driving licence? YES/NO
If yes, is it LGV (HGV)/Car/Other (please specify)

Please provide the name and address of one personal reference and one professional reference (preferably from your current /last employment):

Employment references are sought only after an offer of employment is accepted.

Data Protection Act

All personal data in this application will be held only so long as necessary and will be processed lawfully in accordance with the Data Protection Act. By signing this form you consent to our processing of your personal data.

I declare that the particulars given or to be stated in support of my application are correct and I understand that, if found subsequently to be untrue, the Company shall be entitled to terminate any employment or withdraw any offer made.

Signed

Date



Supplementary questions to the application form

Although these questions relate to breaking the law, and may be seen to be very personal, we require you to answer them because of the nature of the work you would be expected to undertake. The information given will be treated in the strictest confidence and complies with the requirements of the **Rehabilitation of Offenders Act 1974**

Please answer these questions if you are 18 years of age or above

Please circle YES or NO

1. Have you a conviction which has led to imprisonment or corrective training of a term of more than two-and-a-half years?
Yes/ No
2. During the last 10 years* have you had a conviction which has led to imprisonment or corrective training for more than six months, but less than 30 months?
Yes /No
3. During the last 10 years* have you been cashiered, discharged with ignominy or dismissed with disgrace from HM's Service?
Yes/ No
4. During the last seven years (three years if under the age of 18 at the time the sentence was passed) have you had a conviction which has lead to imprisonment for six months or less?
Yes/ No
5. During the last seven years* have you been dismissed from HM's Service?
Yes/ No
6. During the last five years* have you been detained in respect of a conviction in Service disciplinary proceedings?
Yes/ No
7. During the last five years* have you been fined or received any other sentence not specified above?
Yes/ No

(*this figure should be halved if you were under 18 years of age at the time the sentence was passed).

If you have answered yes to any of the above questions, would you please give details on the back of this sheet.

I declare that the particulars given to be stated in support of my application are correct, and I understand that, if found subsequently to be untrue, the Company shall be entitled to terminate my employment, or withdraw my offer prior to commencing employment.

Signed

Date