

<b>FOR OFFICIAL USE</b>
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**Direct Mail Systems**  
 5 Victoria Grove, Bedminster  
 Bristol BS3 4AN  
 Telephone.: +44 (0) 117 934 1600  
 Facsimile.: +44 (0) 117 934 1601  
 VAT Registration Number.: GB 103 7493 84

## Job Application Form

Application for the post of : .....

Department : .....

**Please complete in BLACK INK or type.**

<i>Surname</i>	<i>First Names</i>
<i>Dr/Mr/Mrs/Miss/Ms</i>	<i>Work Telephone</i>
<i>Permanent Address</i>	<i>Home Telephone Number</i>
	<i>E-mail</i>
<i>Temporary Address</i>	<i>National Insurance Number</i>
	<i>Date of Birth</i>
<i>Valid Driving License</i> <i>Yes / No</i>	<i>Car Owner</i> <i>Yes / No</i>
<i>Country of Birth</i>	<i>Nationality</i>

### EDUCATIONAL QUALIFICATIONS

Including pending qualifications

<i>From</i>	<i>To</i>	<i>School, College, University, ect.</i>	<i>Qualifications</i>

How did you learn about the vacancy?.....

If in a newspaper, which one?.....

*Other Qualifications including membership of professional Institutions:*

**PRESENT OR MOST RECENT APPOINTMENT**

<i>Post</i>
<i>Employer</i>
<i>Date of Appointment</i>
<i>Salary</i> <span style="float: right;"><i>Any other payments</i></span>
<i>Brief Description of Duties and Responsibilities</i>

**PREVIOUS APPOINTMENTS**

<i>Employer</i>	<i>From</i>	<i>To</i>	<i>Post</i>



## MEDICAL INFORMATION

*Shortlisted candidates are Required to complete a Health Declaration Form.*

Are you in good health?      Yes / No

*Direct Mail Systems welcomes applications from disabled Persons as part of its Equal Opportunities Policy. If you are a disabled person please indicate the nature of your disability and any assistance that you may require to fulfil this post.*

## DECLARATION

I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by Direct Mail Systems.

Signature of Applicant..... Date .....

## EQUAL OPPORTUNITIES POLICY

*‘Direct Mail Systems confirms its commitment to a comprehensive policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within Direct Mail Systems. The law requires that no job applicant or employee will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, disability, marital status, and trades union membership. Where the law does not prescribe every effort will be made to avoid discrimination on the grounds of religion, political belief, sexual orientation, socio-economic background or age (subject to normal retirement conventions). Direct Mail Systems is committed to a programme of action to ensure that this policy be fully effective’*

*Please return this form to:*

Personnel Department  
 Direct Mail Systems  
 5 Victoria Grove,  
 Bedminster,  
 Bristol BS3 4AN  
 United Kingdom

*Not later than the date specified.*

Telephone.: +44 (0) 117 934 1600  
 Facsimile.: +44 (0) 117 934 1601  
 E.mail.: [employment@directmailsystems.co.uk](mailto:employment@directmailsystems.co.uk)