



**JEWEL BLADE LIMITED**  
SHEFFIELD ENGLAND

Penn Works, Owlerton Green, Sheffield S6 2BJ

Please complete this application form in black ink and return it to the HR Manager

Alternatively, you can hand the form in at Reception or email it to [jobs@swann-morton.com](mailto:jobs@swann-morton.com) or [jobs@jewelblade.com](mailto:jobs@jewelblade.com)

W R Swann & Co Ltd is a non-smoking company and an equal opportunities employer

<b>Post applied for: Manual / Clerical (please delete as appropriate)</b>			
Office use only:			
Date and time of interview			
<b>Personal Information</b>			
Surname:			
Forenames:			
Current address:			
Daytime telephone number:			
Email address:			
Do you have the right to take up employment in the UK? If no, please provide further details.		YES/NO	
<b>Education and qualifications</b> - From GCSE or equivalent to degree level in chronological order			
<b>Employment history</b>			
Please give details of your last three jobs, and your employment history for the last five years, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.			
From	To	Name and address of employer	Job title
Do you hold a full driving license?			

Please give details of any other training, qualifications, or skills you feel are relevant.
Please give details of any periods of time in the last five years when you were not either working or in full-time education.
How many weeks' or months' notice do you have to give to your current employer?
Please give details of any special arrangements or adjustments you would require to be able to attend an interview. Please give details of any allergies as our production process includes the use of nut products and may not be suitable for anyone suffering from a nut allergy.
Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify "None".

**Privacy Notice and Declaration**

As part of any recruitment process, the Company collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Company on paper or in electronic format.

The Company is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018.

You can view our Job Applicant Privacy Notice online at [www.swann-morton.com](http://www.swann-morton.com) or [www.jewelblade.com](http://www.jewelblade.com) or request a copy from:

The HR Manager  
W R Swann & Co Limited, Penn Works, Owlerton Green, Sheffield S6 2BJ  
Tel: 0114 234 4231

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I understand that W R Swann & Co Limited will process my personal data in order to consider my application, and that I can view the company's Privacy Notice online or request a copy.

Signed: .....

Date: .....

<b><u>New Employee Information</u></b>
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