



## Job Description: Print Finisher

- Ensure delivered materials are brought inside the factory, checked against the purchase order and then correctly stored away or placed in the area they will be needed
- Check deadline requirements to allow prioritisation of workflow and detail necessary items on the factory whiteboard
- Allocate materials required for job to be printed, calculate the required number of sheets and required sheet size and prepare pre-press where necessary, place paper and work ticket by printing presses to allow printers to commence work
- If any material is missing inform office staff to check with suppliers
- Liaise with Digital production for any finishing requirements needed ensuring deadlines are met through prioritisation of workflow and detail necessary items on the factory whiteboard

### **Working as part of the finishing team.....**

- Complete digital finishing which will include Production of pop up banner display systems, hemming and eyeleting pvc vinyl banners, laminating and mounting prints / vinyl onto correx, dibond and foamex, x frame sign trimming and drilling where necessary
- Prepare necessary finishing machines in bindery to complete automated finishing procedures
- Prepare necessary work area and materials to complete manual finishing procedures
- During all processes complete Daily Docket form showing times spent preparing, printing and finishing jobs so that jobs can be correctly costed for invoice and accounting review purposes
- Ensure that where possible 4 copies (or as close as is feasible) of the finished job are placed inside the work ticket for future re-print referencing
- Update front of work ticket with initials on the finishing section verification checks
- When finished initial the final check and package verification check and whilst packing update the front of the work ticket with any necessary amendments and (where applicable the material used and the number finished items for cash sale customers)
- Package items securely and place delivery label on completed job
- For items requiring courier delivery ensure products are correctly packaged then strapped securely onto pallets. Log on and book delivery collection and print barcode



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labels and manifest. Place barcodes and delivery notes on pallet and place in loading bay with manifest ready for collecting

- Enter items to be delivered locally in delivery book and the delivery note number on the front of the work ticket and details any delivery schedule deadlines on the factory whiteboard
- Ensure any problems or errors which have been noticed are clearly documented on the reverse of the work ticket so that jobs can be correctly costed for error and loss accounting and for ISO trend and analysis review purposes
- Carry out general maintenance requirements as needed i.e. changing wires, cleaning machines, re-stocking papers
- Prepare paper recycling bins for collection every Monday evening ready for collection on a Tuesday
- Ensure any necessary waste bins are emptied into the silver waste bin every Tuesday evening ready for collection on a Wednesday
- Ensure at least once a week everywhere is wiped down and cleaned
- Assist with the collation of six- monthly stock taking information
- Helping in other areas of the business when work flow requires it necessary i.e. delivery driving, assistance in the offices etc.
- Assistance with other areas of housekeeping including cleaning of toilets and kitchen areas
- Assistance with tidying of whole factory when needed for purposes of inspections, long holiday periods etc.



## Application Form : Print Finisher

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Current Position : \_\_\_\_\_

Current Employer : \_\_\_\_\_

Employer Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No : \_\_\_\_\_ Ok to contact for reference? YES/NO

(please note we will not contact your current employer for a reference if no is selected until a firm offer of employment has been made so as not to jeopardise your privacy.)

Current Remuneration Package : \_\_\_\_\_

Time employed: \_\_\_\_\_

Current Notice Period Required: \_\_\_\_\_

(All required notice periods will be honoured. We will **not** discount your application because of your length of notice – this is purely for information and planning purposes and saves time at interview stage.)

Reason for Leaving : \_\_\_\_\_

Any holidays booked : \_\_\_\_\_

(All required holiday dates booked will be honoured. We will **not** discount your application because you have holidays booked – this is purely for information and planning purposes and saves time at interview stage.)



**Print Finisher Application Form cont./**

Description of current role and how you feel it is relevant to the Print Finisher position you are applying for:

Describe any print finishing, signage or bindery equipment you have previously used and your level of use and competency with each:



## **Print Finisher Application Form cont./**

Describe the skills and attributes you feel you have that you could bring to the role:

What attracted you to the position and to working with Firpress as a company?

### **Information**

**Working Hours:** 37.5 Hours per week working Monday – Friday 8am – 4pm

**Remuneration:** Hourly rate and benefits to be discussed at interview

**Interview:** Proposed dates for interviews are Monday 1<sup>st</sup> Tuesday 2<sup>nd</sup> and Wednesday 3<sup>rd</sup> October 2018

**Start Date:** Proposed start date of Monday 15<sup>th</sup> October 2018.

**All candidates will be notified of the outcome of their application, even if they have been unsuccessful.**

**What is the purpose of this document?**

Firpress Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

**Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

**The kind of information we hold about you**

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications and training.
- Any information you provide to us during an interview.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

## **How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You, the candidate.
- Your named referees.

## **How we will use information about you**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work or role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you since it would be beneficial to our business to appoint someone to the role.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your CV and covering letter or your application form and having met with you, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If we decide to offer you the role or work, we will then take up references before confirming your appointment.

## **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability or other medical status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during any interview.

## **Information about criminal convictions**

We do not envisage that we will process information about criminal convictions.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

## **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **Data sharing**

### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application: referees. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Data retention**

### **How long will you use my information for?**

We will retain your personal information for a period of 4 months after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our Privacy Policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## Rights of access, correction, erasure, and restriction

### Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the company in writing.

I, \_\_\_\_\_ (candidate name), acknowledge that on \_\_\_\_\_  
(date), I received a copy of Firpress Limited's Candidate Privacy Notice and that I have read and understood it.

Signature .....

Name .....