

GOODWIN'S FASHIONS - APPLICATION FORMS / LOGO

SCENARIO

Mike Goodwin runs a clothing factory. There is a design team and a workforce of machinists involved in manufacturing the garments. You are Mike's Personal Assistant. Several long-term orders have been secured and Mike intends to take on more staff in the near future (both full-time and part-time).

Task One

Create a company logo for 'Goodwin's Fashions' using a suitable software package. The logo should include a graphic element and text. Remember, a logo rarely has more than three colours. The design should be simple but reflect the purpose of the business it is advertising.

Place your name in the header of your document and print a copy.

Task Two

You have been asked to design a new application form that can be sent out to applicants for the vacancies.

The form must fit on a sheet of A4 paper and be of a professional standard. It is a good idea to look at other application forms for inspiration.

The application form must contain the following items:

- The company logo you created in the previous task.
- The company address: 24 Royal Street, Waterfold, Manchester M24 5FD.
- Instructions for the applicant on how to fill in the form.
- Tick boxes where appropriate.
- A section to indicate part-time or full-time work required.
- Space for recording National Insurance number, current employer, current job, current salary and any other things you think should be included.
- A space for the candidate's signature and date.
- A section marked "For company use only"

Place your name in the header of your document and print a hard copy.

