

CONFIDENTIAL for office use only Job Ref No: _____ App. No: _____

APPLICATION FOR EMPLOYMENT

Please complete Application Form in **CAPITALS, black ink and write clearly throughout**. Short listing will be based solely on the information given on this form. Completed applications should be sent to **Monitoring Officer, Argento Head Office, 84-94 Great Patrick Street, Belfast, BT1 2LU** or via email to recruitment@argento.co.uk

Position applied for:		
Location:	Full-time	Perm

ALL ABOUT YOU

Title: (Mr/Mrs/Miss/Ms)	Address:	
Surname:		
Forename:		
Home Telephone Number:	County:	Post Code:
Mobile Telephone Number:	Work Telephone Number:	
National Insurance Number:	PPS Number (ROI):	
Email Address:	May we contact you at work: YES/NO	

Do you require any special requirements to be made for interview? e.g. reasonable adjustment in relation to a disability. Please state:
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Dates of any Holiday/other Commitments:	Notice period required by present Employer:
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Please indicate your expected salary

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REFERENCES – please refer to the guidance notes - **First reference should be current or past employer; referees should not be colleagues, subordinates or friends, they should both have had some managerial responsibility for your work.**

First Reference	Second Reference
Name:	Name:
Company:	Company:
Address:	Address:
Occupation:	Occupation:
Tel No:	Tel No:
Email:	Email:
May we contact prior to interview: Yes/No	May we contact prior to interview: Yes/No

Education & Qualifications (Continue on a separate sheet if necessary)			
Name Of School/College/University Level (e.g. GCSE or equivalent, Degree etc)	Dates		Subject and Grade attained
	From	To	

Membership of Professional Body: _____

(If you are studying towards membership please state which one)

Future training courses/plans (give details of any training courses you are currently pursuing)

Driving Licence (only candidates applying for positions where travel is required should complete this box)

Date Full Licence Issued:

Date HGV Licence Issued:

Current Driving Licence: **None/Provisional/Ordinary (please delete)**

Asylum and Immigration Legislation

Please refer to the separate enclosed sheet called **Guidance Notes for Completing Application Forms** for further information.

Do you have proof of your entitlement to work in the UK/Republic of Ireland (as appropriate)? **Yes/No (please delete)**

If yes, please attach photocopies of two documents (eg passport, birth certificate, Home Office documents, work visa etc)

Criminal Offence

Have you ever been convicted of a Criminal Offence? (Which is not spent under the Rehabilitation of Offenders (N.I.) Order)? YES / NO (please delete)

Please note: Argento is a company that uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability to work in positions of trusts. Applicants therefore may be asked to obtain a basic disclosure from the Criminal Records Bureau (CRB).

Employment (please list chronologically, **starting with current/last employer**) If required please continue on a separate sheet

Name and Address of Employer Please also include name of Manager	Dates		Position & Duties Please describe the work you did and include your Reason for leaving/wanting to leave	Salary and Benefits
	From	To		

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WHY ARGENTO

What is it about working for Argento that interests you?

ADDITIONAL INFORMATION

What do you feel you can contribute to the role of Graphic Designer/Illustrator?

Please state any additional information that you feel is relevant to your application which you feel has not been covered, or which you would like us to take into consideration when reviewing your application. Please include examples to show how you meet the criteria as outlined in the job description (continue on a separate sheet if necessary).

Do you have any commitments, which require absence from the business? For example. If you are a member of the Territorial Army, carrying out part time study, pre-booked holidays etc

Are there any dates on which you will not be available for interview?

Would you be prepared to work additional hours when required to do so? **YES/NO (Please delete)**

Would you be prepared to work flexible hours, including weekends and Holiday/Sickness cover? **YES/NO (Please delete)**

DATA PROTECTION STATEMENT

As a requirement of current Data Protection legislation, the information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The equal opportunities information that you give to us will be used in a confidential manner to help us monitor our recruitment process.

Once the recruitment process is completed, if you are unsuccessful, the data will be stored for a maximum of 12 months and then destroyed. If you are a successful candidate, relevant information will be taken from the application form and used as part of your personnel record and stored for the appropriate time period.

Declaration

All if the information I have supplied in this application is a true and complete statement of the facts and, if employed, any false statements will constitute sufficient cause for dismissal. I further authorise you to contact all of my previous employers or referees for full information regarding my employment history if necessary.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Reply letter: Not to be interviewed/ To be interviewed	Reason not to be interviewed:
Decision made by:	
Date of First Interview:	
Date of Second Interview:	

Result of Interview: To be Completed by Interviewers

Successful/Unsuccessful

Accepted Job Offer/Rejected Job Offer

Start Date: _____ **Contracted Hours:** _____

Date Unsuccessful Letter sent: _____

Date Successful Letter sent: _____

FAIR EMPLOYMENT MONITORING QUESTIONNAIRE
PRIVATE AND CONFIDENTIAL
TO BE COMPLETED BY ALL JOB APPLICANTS

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MONITORING QUESTIONNAIRE

Argento is an Equal Opportunities Employer. We do not discriminate on the grounds of age, colour, disability, ethnic origin, gender, marital status, perceived political opinion, race, religious affiliation or sexual orientation.

Argento monitor the applications it receives for jobs in order to ensure that its recruitment practices promote equality of opportunity and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

This information will be treated in the strictest confidence, protected from misuse and will not form any part of your application. It will be used only for the purposes of monitoring our equal opportunity employment policy.

PLEASE COMPLETE ALL SECTIONS IN FULL

COMMUNITY BACKGROUND

Regardless of whether they actually practice a religion, most of us in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities. We are therefore asking you to indicate your community background by ticking the appropriate box below.

Please indicate the community to which you belong to by ticking the appropriate box below:

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

If you do not answer this questionnaire, we are encouraged to use the residuary method, which means that we can make a determination as to your community background on the basis of the personal information provided on your application form/personnel file.

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

GENDER

Please indicate your gender by ticking the appropriate box below:

Male:

Female:

DISABILITY

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term effect on his/her ability to carry out normal day to day activities.

Do you consider that you meet this definition of disability?

Yes

No

If Yes please state the nature of or the effects of your disability _____

ETHNIC ORIGIN

1. Please indicate your ethnic origin by ticking the appropriate box below:

White Indian Irish Traveller Pakistan

Black-Caribbean Bangladeshi Black-African Chinese

Mixed Ethnic Group (please specify) _____

Black – Other (please specify) _____

Other (Please specify) _____

2. Nationality (Please specify) _____

How did you find out about this Position? Please tick appropriate box

Newspaper

Store

NI Jobs

Other

If the answer to the above was Newspaper, please indicate which one: _____

If the answer to the above was Other, please specify: _____