



FM33684

EMPLOYMENT APPLICATION FORM DESIGN INITIATIVE LTD

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READ THESE NOTES FIRST

Complete all questions, referring to external A4 sheets if used, which may be word-processed. CVs will not be accepted, only this application form.

Y/N - circle one. Note that we do not use email for employment related matters.

JOB DETAILS

Position Applied For	Full / Part time
What Days and Hours can You work?	
When could you start work?	Salary required (pa) £

PERSONAL DETAILS

Title	Full First Names	Surname
Address		
Post Code		
Telephone Numbers		Home
Work		Mobile
Personal email		Native Language
Immigration, Asylum and Nationality Act 1996 It is a serious criminal offence for us to employ persons whose immigration status prevents them from working in the UK. Therefore we have to ask the following questions and ask for following documents:		
Do you have the right to work in the UK – Please see the paragraph below.		Y/N

Please attach: photocopy or photocopies of evidence of your right to work in the UK. If you are in any doubt as to what to provide please ask the Border & Immigration Agency. <http://www.ukba.homeoffice.gov.uk/>
We will need to see, and copy the originals if you are employed.

Do you hold a current driving licence? Y/N	If Yes please state type of licence:
Do you have any current endorsements? Y/N	If Yes Please Specify:
How would you travel to work?	
<i>Note: there is a generous travel scheme for rail travel.</i>	
Where did you hear about this vacancy?	

EDUCATION, QUALIFICATIONS and TRAINING including current

Start with most recent and work backwards.

Dates From/to	Name and Address of Establishment	Subjects Studied, Qualifications worked towards,	Grades and year obtained.

PRESENT OR MOST RECENT EMPLOYMENT

Name and address of employer:

Post code:

Job Title:

Dates Employed:

Current or final salary:

Period of notice required:

Please give a brief outline of your main responsibilities:

PREVIOUS EMPLOYMENT / WORK EXPERIENCE

Dates From/to	Name and Address of employer	Position held, main responsibilities, and leaving salary.	Reason for leaving

Other Experience

Details should be given for any period not accounted for by full time employment, education and training, e.g. unemployment or voluntary work

Experience	From/to

Membership of Professional Institutes

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Hobbies and Interests - please give details

Information in support of your application

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how your skills, knowledge and experience will allow you to do the job

Rehabilitation of Offenders Act 1974

Do you have any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 or Cautions or ASBOs? Y/N

Details:

This may not affect your application. We may use the Criminal Records Bureau(CRB) Disclosure service to assess applicant's suitability for positions of trust.

Civil Judgements

Do you have any outstanding County Court Judgements (CCJ) against you? Y/N

Details:

Have you ever been bankrupt? Y/N

Details:

Have you had an Individual Voluntary Arrangement (IVA) made against you? Y/N

Details:

These may not affect your application – they are there primarily for positions of trust.

The Working Time Regulations 1998

Employment which **you intend to continue** if successfully appointed to the post applied for. Please complete and sign either part 1 or part 2. Please declare any other job whether public or private. We have to take all reasonable steps to ensure that limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. At selection stage these will be ignored, but we may consider it necessary to discuss them with you to find a solution.

PART 1 - No other employment. I confirm that I would not have any other employment including freelance or self employed work.

Signature

Print Name

Date

PART 2 - Other employment (including any freelance or self-employed work)
All other employment I would have is detailed below:

REFERENCES

Please give details of two references, preferably your last two employers, but if you have just finished school or university an academic reference and a personal reference will do. We we will not take up reference without permission.

Name	Name
Job Title	Job Title
Organisation	Organisation
Address	Address
Post code:	Post code:
Daytime Tel.:	Daytime Tel.:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Are you happy for us to contact this referee prior to interview? Y/N	Are you happy for us to contact this referee prior to interview? Y/N

Declaration

I Certify that all information given in this form is true and I have written it myself.

If your native language is not English, please translate the above sentence into your own language here:

I understand that any false or misleading information or omissions concerning may result in instant dismissal and/or a claim against me. I understand that any position offered will be subject to satisfactory references, searches and a contract of employment and disciplinary procedures.

Data Protection Act :All application forms for unsuccessful applicants will be held securely for 12 months and then destroyed. If I accept employment, I consent to my personal information being held for administration purposes.

I have attached a copy of my.....as evidence of my right to work in the UK.

Every applicant, including British & EU Citizens, must enclose evidence of their right to work in the UK. This could be a photocopy of a passport (photo page & any relevant visas,) or a NI Number together with a copy of a Birth Certificate, however this list is not exclusive. If you cannot provide proof with the application please explain why. Apologies, all this bureaucracy is not our fault!

Signature

Print Name

Date