



FM33684

## EMPLOYMENT APPLICATION FORM DESIGN INITIATIVE LTD

Glynde, Lewes, East Sussex, BN8 6SX

Tel. 01273 858525 Fax. 01273 858531

email: info@designit.eu.com Web: www.designit.eu.com

Please complete all questions in your own handwriting in black or blue.

Please note that to ensure equality of opportunity CVs will not be considered.

Y/N - circle one. If you require continuation sheets use A4

Please note that email communication is subject to error &/or loss  
and therefore we will not communicate with you by email

### 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	
<b>Immigration, Asylum and Nationality Act 1996</b> 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.bia.homeoffice.gov.uk/>

We will not entertain ANY applications without FULL evidence of the right to work attached. 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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*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 do 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 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 in my own handwriting.

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.**

Signature

Print Name

Date