

Office Use: Branch:	RepArea		
10	20	21	30
31	40	41	42
50	60		



DGS Group Plc

Application for Employment - (Web)

Confidential

Please complete ALL sections of this form in black ink (in CAPITAL LETTERS) or type and return to the branch at which you wish to work or send to head office if requested to do so.

Please mark your envelope "Private & Confidential".

All the information given on this application form is treated as confidential.

DGS is an equal opportunities employer.

Double Glazing Supplies Group Plc
Sycamore Road,
Trent Lane Industrial Estate,
Castle Donington,
DERBY.
DE74 2NW

t: (01332) 81 16 11

f: (01332) 81 26 50

Personal Details

Title Mr Mrs Ms Ms	Other Please specify	Surname
Forenames		Home Telephone No
Address		Mobile Telephone No
Postcode <input style="width: 80px; height: 20px;" type="text"/>		Dates unavailable for interview
Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?		Details
Yes / No		

Right to Work

IMMIGRATION AND ASYLUM ACT 1996 (Section 8)

Under Section 8 of the Asylum and Immigration Act 1996, we are obliged to make certain document checks on ALL individuals asked to attend an interview to ensure that work is only offered to those who have a right to live and work in the United Kingdom (England, Northern Ireland, Scotland and Wales). You will be advised of the documentation you need to bring with you if you are invited to an interview.

Do have the right to work in the UK? <div style="text-align: center;">Yes / No</div>	Do you need a work permit? <div style="text-align: center;">Yes / No</div>	National Insurance No	Date of Birth
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Employment

Position applied for:	Expected salary.	Date available for work.	If employed by us, will you work in any other capacity? <div style="text-align: center;">Yes / No</div>
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Our normal working hours are 0830 - 1700 Monday to Friday..For each day of the week, please write the start and finish times you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					

Disabilities

DGS will interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their ability. If you consider you have a disability and would like us to make reasonable adjustments at interview or if you would like us to contact you to discuss your particular needs, please indicate below

<input style="width: 40px; height: 25px; margin-bottom: 5px;" type="checkbox"/> Yes, I would like a reasonable adjustment to be made at interview, namely: <input style="width: 400px; height: 30px; margin-top: 10px;" type="text"/>	<input style="width: 40px; height: 25px; margin-bottom: 5px;" type="checkbox"/> I would prefer you to call me to discuss my specific needs
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Driving Licence

It is a condition of our motor insurance policy that we periodically inspect the driving licences all company vehicle drivers.

Do have a full UK driving licence? <p style="text-align: center;">Yes / No</p>	Categories?	Endorsements: If none state 'none'.
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References

Please give names and addresses of referees concerning employment/education during the last three years, including present. Continue on a separate sheet where necessary.

May we make enquiries with this reference prior to an offer of employment? Yes / No Name: Position Address Telephone	May we make enquiries with this reference prior to an offer of employment? Yes / No Name: Position Address Telephone
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Education and Skills

Schools	From:	To:	Examinations and Results
College/University	From:	To:	Courses and Results
Further Education and Formal Training	From:	To:	Courses and Results
Professional Membership and Qualifications			
Please list the skills and experience you have gained through paid employment and other activities and interests which are relevant to your application for this job.			

Employment History

Start with current/most recent and include any part-time and voluntary work.

Name and Address of Employer	From:	To:	Nature of business/Description of Position and Responsibilities

Declaration

I confirm that the information on this form is, to the best of my knowledge, complete and accurate and I understand that if any statement or document provided is found to be false, my employment may be terminated

I agree to the processing of personal data, including sensitive data as defined under the Data Protection Act, 1988, that I may have provided in the completion of the application form. I understand that in particular, the company will process the information relating to criminal convictions for the purpose of determining suitability for a particular job and the information obtained will be retained on file.

I authorise the company to take up references and acknowledge that any offer of employment is subject to references being satisfactory. I understand that no contact will be made with my present employer (unless agreed otherwise) until an offer of employment has been made. I hereby give DGS Group Plc authority to obtain references on my employment history and verify all of the information I have provided on this application for.

Signature of applicant _____

Date _____