

Application form

(please return to Lighthouse Furniture Project Ltd, Unit 27, Tallon Road, Hutton Industrial Estate, Brentwood, Essex CM13 1TE)



YOUR DETAILS

PLEASE USE BLOCK CAPITALS

Mr / Mrs / Miss / Ms /(circle one) Date of Birth

First name

Surname

Address

Address (town)

Address (county) Postcode

Daytime phone number.....Evening phone.....

Mobile telephone number

e-mail details.....National Ins No.....

EDUCATION AND TRAINING

School name	Period of attendance From To.....	GCSE/'O' Level or equivalent: Date subject & grade	A/AS Level or equivalent: Date subject & grade

Further Education or Higher Education or other training

Provider	From ...To.....	Qualification	Date awarded

Do you hold a current full driving licence YES / NO

Do you own your own vehicle YES / NO

Is your driving licence endorsed YES / NO If so please give details

EMPLOYMENT HISTORY

Please list recent job experience (current job first) or attach an up-to-date CV

Present or last employer

Employer's address

.....

Your job title

Description of duties

.....

Salary.....Notice required.....

Date employed from:to:

Reason for leaving.....

We will take up references with your present or most recent employer prior to any offer of employment

Previous Employment

Name & address of Previous Employer	Post held	From		To	
		M	Y	M	Y

Please enclose a covering letter explaining why you applied for this position and why you think you are the best person to fill our vacancy.

REFERENCES

Please give names and addresses of 2 referees which must include your last employer and a previous employer. If you have not worked recently please provide details of someone who has known you for at least 1 year and who is **not** related to you.

1. Name / Address	2. Name / Address
Current or most recent employer	Previous employer or capacity in which the referee is known to you
Telephone Number	Telephone Number

Thank you for completing this form.

- a) I can confirm that to the best of my knowledge the above information is accurate and truthful and I am aware that any false statement may be just cause to invalidate this application or cause the termination of employment at a later stage.
- b) I authorise Lighthouse Furniture Project to obtain references to support this application
- c) I understand that any offer of employment is subject to receipt of satisfactory references
- d) I know of no medical condition that would prevent me from undertaking the job I have applied for

SIGNED **DATE**

Data Protection Notification. The information will be kept confidential to Lighthouse Furniture Project Limited and will not be disclosed to any other person without your permission except where required by law. I agree to the use of my personal data in accordance with the Data Protection Act 1998.

SIGNED **DATE**

I confirm that I am legally entitled to work in the UK and if interviewed will produced one of the following documents from the list below

- A UK passport
- An EU passport or national identity card
- A UK residence permit issued by the Home Office
- An application registration card issued by the Home Office to an asylum seeker stating the holder is permitted to take up employment

Or two from the following

- An official document bearing a national insurance number along with:
 - i. A birth certificate, or
 - ii. A letter from the Home Office, or
 - iii. An immigration status document
- A work permit along with:
 - i. A passport, or
 - ii. A letter from the Home Office

In either case, these must confirm that you have permission to enter or remain in the UK

SIGNED **DATE**