

## Where are we?



## How to get here

The 2 main airports in Northern Ireland are Belfast International [www.bial.co.uk](http://www.bial.co.uk) and Belfast City Airport [www.belfastcityairport.com](http://www.belfastcityairport.com)

Belfast has excellent links to many European countries. The International Airport operates scheduled services to many destinations with a wide range of onward worldwide flights available through London and Amsterdam.

## Local Information

For more information on the Lisburn area and Northern Ireland, you can visit the following websites:

[www.discovernorthernireland.com](http://www.discovernorthernireland.com)

[www.lisburncity.gov.uk](http://www.lisburncity.gov.uk)

[www.visitlisburn.com](http://www.visitlisburn.com)

[www.lisburn.com](http://www.lisburn.com)

### Belfast International

EasyJet [www.easyjet.co.uk](http://www.easyjet.co.uk)

Jet 2 [www.jet2.com](http://www.jet2.com)

BMI Baby [www.bmibaby.com](http://www.bmibaby.com)

### Belfast City Airport

British Airways [www.ba.com](http://www.ba.com)

British European [www.flybe.com](http://www.flybe.com)

British Midland [www.flybmi.com](http://www.flybmi.com)

### **Multi-cultural workforce**

Decora Blind Systems Ltd has recently recruited a number of people from Poland to work in our Production Department. We have translated work instructions and health and safety documents to assist with comprehension and training. In addition, our local college has set up English speaking classes to help improve basic language skills.

In addition, we have employees from a number of other nationalities who have become valuable members of our team.

### **Suitable positions**

We welcome applicants wishing to work in either Production or Warehouse. Please see the Job Description and Personnel Specification below for more information on these positions.

[Production Operative](#)

[Storesperson](#)

### **How to Apply**

1. You **MUST** be eligible to work in the UK and be in a position to provide evidence as per the section below on List of Evidence Required to Prove Eligibility to Work in the UK.
2. It is desirable that you have:
  - a good understanding of spoken and written English and
  - previous experience in a manufacturing, factory or warehouse environment.
3. If you are interested in working for Decora, please download an application form from the Current Vacancies section of the website and follow the instructions in the How to Apply section.

**DECORA BLIND SYSTEMS LTD**  
**List of Evidence Required to Prove Eligibility to Work in the UK**

In advance of commencing employment, each employee must provide the company with the ORIGINAL of;

**ONE** of the documents included in **List 1** OR **TWO** of the documents included in **List 2**.

**LIST 1**

- A A passport showing you as a British citizen, or having the right of abode in the United Kingdom.
- B A document showing that you are a national of a European Economic Area country (Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia or Switzerland). This must be a national passport or national identity card.
- C A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- D A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- E A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay.
- F A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work Decora Blind Systems Ltd are offering if you do not have a work permit.
- G An Application Registration Card issued by the Home Office to an asylum seeker stating that you are permitted to take employment.

Once one of these documents have been checked by Decora Blind Systems Ltd, there will be no need to present any further documents contained in **List 2**.

**LIST 2**

**Documents which provide evidence if produced in combination**

This list covers the combinations of documents, which will provide you with further evidence if required.

**First Combination**

- A **ONE document that lists your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government body.**

**Along with the document A of List 2, you must also provide ONE of the following documents.**

- B Your full birth certificate issued in the United Kingdom, which includes the names of your parents; OR
- C Your birth certificate issued in the Channel Islands, the Isle of Man, or Ireland; OR
- D A certificate of registration or naturalisation stating that you are a British citizen; OR
- E A letter issued by the Home Office which indicates that you can stay indefinitely in the United Kingdom, or have no time limit on your stay; OR
- F An Immigration Status Document issued by the Home Office to you, with an endorsement indicating that you can stay indefinitely in the United Kingdom, or have no limit on your stay; OR
- G A letter issued by the Home Office to yourself, which indicates that you can stay in the United Kingdom, **and** allows you to do the type of work Decora Blind Systems Ltd are offering; OR
- H An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** allows you to do the type of work, Decora Blind Systems Ltd are offering.

**Second Combination**

**A** A work permit or other approval to give employment that has been issued by Work Permits UK.

**Along with the above document, you must also provide one of the following documents.**

**B** A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment offered; OR

**C** A letter issued by the Home Office to you, confirming that you are able to stay in the United Kingdom and can take the work permit employment offered.

The Company reserves the right to question and check the authenticity of any documents provided and to ask for additional evidence from either lists as further proof. Failure to do so, or to fully satisfy the company of authenticity may result in any offer of employment being withdrawn either before or after commencement.