

APPLICATION FOR EMPLOYMENT



The information on this form will help us assess your suitability for employment with the Burston Garden Centre group of Companies. Please answer all the questions fully and clearly. The information provided will be treated in the strictest confidence.

Personal Details

Surname: Mr/Mrs/Miss/Ms

Forename(s):

Current Address: Number of years at this address:

Postcode:

Telephone Number: Mobile Number:

Email Address: National Insurance Number:

Do you own a car? Yes/No Do you hold a current driving licence? Full/No/Provisional/Other

Have you been convicted of any driving offences in the last 4 years? Yes/No

If yes, please give details:

Have you been convicted of any criminal offences which are not yet spent under rehabilitation (Offenders Act 1974)? Yes/No

If yes, please give details:

Have you ever been dismissed from employment? Yes/No

If yes, please give details:

Job Details

Position applied for: Department:

How did you know about the vacancy?

On what date would you be available to commence work or what notice period are you required to give?

Hours of Work

Are you seeking full-time, part-time or weekend only work? Full-time/Part-time/Weekends

We are a 7 day a week operation. Are you willing to work weekends & Bank Holidays? Yes/No

Please indicate days/times you are available to work and total hours per week:

Mon Tues Weds Thurs Fri Sat Sun Total hours:

Your Education

Secondary School:

dates: from to

College:

dates: from to

University:

dates: from to

Exams passed and grades:

Other relevant training e.g. first aid, fork lift, NVQ etc:

Courses

date(s) qualification:

Courses

date(s) qualification:

Courses

date(s) qualification:

Courses

date(s) qualification:

Detail any other training here if relevant:

Current or most recent employer: Current/Recent

Employer name:

start date:

leave date:

Employer address:

Postcode:

Position held by you:

Contact:

Email contact details:

Duties and responsibilities:

Salary and benefits:

Reason for leaving:

Previous employer:

Employer name: start date: leave date:

Employer address:

Postcode: Position held by you:

Contact: Email contact details:

Duties and responsibilities:

Salary and benefits: Reason for leaving:

Previous employer:

Employer name: start date: leave date:

Employer address:

Postcode: Position held by you:

Contact: Email contact details:

Duties and responsibilities:

Salary and benefits: Reason for leaving:

Previous employer:

Employer name: start date: leave date:

Employer address:

Postcode: Position held by you:

Contact: Email contact details:

Duties and responsibilities:

Salary and benefits: Reason for leaving:

Your skills and experience:

What skills, experience and qualities do you have that would make you a positive and valuable addition to our team?

Continue on a separate piece of paper if necessary.

Entitlement to work in the UK

As part of the Asylum and Immigration Act 1996, we can only consider you for a job if you have the right to live and work in the United Kingdom. All applicants must produce appropriate documentation from the Home Office checklist: <https://www.gov.uk/government/publications/right-to-work-checklist>. if they are invited for interview.

Are you legally entitled to live and work in the United Kingdom and are able to produce supporting documentation? Yes/No

Do you require a work permit? Yes/No

If yes, please give details:

It is Company policy to take up references. Please give details of two professional people (not relatives) whom we may approach for references. At least one reference should be from a previous employer (where applicable). For students, at least one reference must be from either a school, college or university.

Reference 1. Name: Occupation:

Relationship to you: Address: Postcode:

Telephone Number: Email:

Reference 2. Name: Occupation:

Relationship to you: Address: Postcode:

Telephone Number: Email:

If you consider yourself to be disabled, do you require any particular arrangements or reasonable adjustments to be made for an interview? Yes/No

If yes, please give details:

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1998, including any future amendments. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime.

WARNING: Any person appointed to the Company having given false information will be liable to dismissal without notice.

Signed: Print Name Date

For Garden Centre and Restaurant applications, please return your completed and signed form to:

**Burston Garden Centre Ltd
North Orbital Road
St Albans
Herts
AL2 2DS
Tel. 01727 832444**