



Job Application Form

Post applying for: _____

Personal information

Full Name: _____

Address: _____

Contact phone number: _____

Contact email address: _____

Preferred working arrangement: Full time Part time Job Share

If job share, please detail preferred arrangements:

Do you have a valid Right to Work Document? Yes No

Date of expiry of Right to Work Doc/Housing Licence: _____

Do you have a valid driving licence? ? Yes No

Do you have any medical conditions which may affect your ability to fulfil this role effectively?
Yes No

If Yes, please give details _____

Please state how many days' sickness or injury absence you have had in the last 12 months:

Reasons for the absence(s):

Do you smoke? Yes No

Do you have a criminal record or had any action taken against you for an act of dishonesty?

Yes No

If Yes, please give details _____

Qualifications

Please give details of any educational or professional qualifications that you hold.

Establishment	Qualification	Grade achieved	Date awarded

Please use an additional sheet if necessary.

Current Employment

Job Title:	
Name of Employer:	
Address of Employer:	
Date started:	
Please give an outline of the duties and responsibilities of your current job:	
Notice required:	

Previous Employment

Please give details of your employment history, starting with the most recent. Please also explain any significant gaps in your employment history.

Position held	Name of Employer	Duties and responsibilities	Start date and finish date	Reason for leaving

If necessary, please use an additional sheet.

Other qualifications

Please give details of any other skills, abilities, knowledge or experience you have that you believe will be relevant to this position. Use an additional sheet if necessary.

Other information

Please let us know of any other information that might be relevant to your application.

References

Please give us details of two people who are prepared to act as referees. These people should not be family members and one should be your current or most recent employer. Referees will not be contacted unless you are successful at interview.

<u>Referee One</u>	<u>Referee Two</u>
Name: Address:	Name: Address:
Phone number: Email:	Phone number: Email:
Relationship to you:	Relationship to you:

I hereby confirm that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that if I give any false or misleading information that my application may be rejected or, if I am offered a job, it might lead to dismissal.

Signed _____

Date _____

Equal Opportunities

Earlswood Garden Centre Ltd is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations.