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## APPLICATION FORM FOR EMPLOYMENT

(Please complete in full. If attaching CV please note that incomplete forms cannot be accepted)

Vacancy Applied for

Full Time       Part Time       Weekend      Please tick.

If part time please state days available:  
(Please note all positions involve weekend work)

Why do you wish to work for Burford Garden Company?

Title: Mr / Mrs / Miss / Ms./ Other (please state)

Surname:

Full Forenames:

Home Address:

Telephone number: Home  
Mobile

Marital status:

Nationality:  
National Insurance No:

No. And Ages  
Of Children:

Date of Birth: \*  
\*for equality monitoring purposes

Is your health **Good / Average / Not Good** (delete as applicable)

Do you suffer from any recurring illness or back problems?

How many days have you had off from work due to illness during the past 2 years?

Are you a smoker?

Do you consent to a Company medical examination if required?

Do you have a current Driving Licence?  
If no car, how would you get to work?

## **EDUCATION AND TRAINING**

Please give us as much detail as you can. Use more than one line if you need to and continue on a separate sheet if necessary.

Dates From/To	Secondary School / College / University	Qualifications & Grades Gained
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## **PROFESSIONAL TRAINING**

Dates	Institution	Qualification / Certificates gained
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## **PRACTICAL TRAINING / SKILLS**

Please give details of any other skills (computer, languages, YTS, apprenticeships) that may assist with your application.

## **OTHER WORK EXPERIENCE Voluntary / Holiday / Vocational**

We value skills gained from all work experience. Please give any appropriate details

## **CURRENT EMPLOYMENT**

Name and address of employer:

Name and title of person you report to:

From :

Current salary and main benefits:

Position held and key responsibilities:

Notice required:

Reason for wishing to change employment:

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## **PREVIOUS EMPLOYMENT (1) (most recent)**

Name and address of employer:

Name and title of person reported to:

From:

To:

Salary on starting:

Salary on leaving:

Position held and key responsibilities:

Reason for leaving :

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## **PREVIOUS EMPLOYMENT (2)**

Name and address of employer:

Name and title of person reported to:

From:

To:

Salary on starting:

Salary on leaving:

Position held and key responsibilities:

Reason for leaving:

## **ADDITIONAL INFORMATION**

What elements of your current job do you most enjoy?

What elements of your current job do you least enjoy?

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Apart from your salary do you receive any Social Security benefits ?

Do you currently have any overdue debts?

If you drive do you have any endorsements on your licence:

Have you ever been convicted of a criminal offence: -  
(We will require a copy of your record)

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## **INTERESTS / ACTIVITIES**

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## **REFERENCES**

Please give the names, occupation and address of two people we can contact for references. These must not be names of friends or relatives. If you have been employed before one of the referees must be your most recent employer. To ensure discretion, references are not requested prior to any full confirmation of employment offer.

**1)** Name:

Position:

Address:

Telephone:

**2)** Name:

Position:

Address:

Telephone:

Are either of these referees your present employer?

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I confirm that the information I have given is to the best of my knowledge true and complete. I have not withheld any information about my previous employment. Should information later become apparent which has not been disclosed on this application this may effect our decision to retain you in employment where offered.

Signed

Date

Appendix 1

All candidates are asked to complete and sign the following appendix. Please complete indicating which documents you possess. When you have answered 'yes' please sign and date at the bottom of the page.

Please note that we are required, under the 2004 amendments to Section 8 of the Asylum and Immigration Act 1996, to see original documents prior to any offer of employment being made. **Any candidates invited to interview stage will be required to bring along original documents.** We regret that photocopied documents cannot be accepted.

1. Are you a full British, European Economic Area country or Swiss national passport holder?

Yes / No

Passport Number

If 'No' 2. Do you hold a document giving your permanent National Insurance number and name?

Along with one of the following:

- (i) A full birth certificate issued in the UK, Channel Islands, Isle of Man or Ireland
- (ii) A certificate of registration or naturalisation stating that you are a British citizen
- (iii) A letter from the Home Office stating that your stay in the UK can be indefinite or allows you to do the type of work offered
- (iv) An Immigration Status Document stating that your stay in the UK can be indefinite or allows you to do the type of work offered.

Yes /No

If 'No' 3. Do you hold a work permit issued by Work Permits UK?

Along with one of the following:

- (i) A passport endorsed to show the holder could stay in the UK and take employment
- (ii) A letter issued by the Home Office confirming the holder can stay in the UK and take employment

Yes / No

If 'No' 4. Do you hold a British residence permit issued by the Home Office?

Yes / No

If 'No' 5. Do you hold a passport endorsed to show that you could stay indefinitely in the UK?

Yes / No

If 'No' 6. Do you possess an Application Registration Card as an asylum seeker issued by the Home Office permitting you to take employment in the UK?

Yes / No

I confirm that the information given in appendix 1 is true and correct. I understand that it is a condition of employment that my original documents detailed above are presented at interview stage.

Signature

Date