



APPLICATION FOR EMPLOYMENT

Position Applied for:

Personal Details

Title:	First Name(s):	Surname:
Address:		Telephone:
		Mobile:
		Email:
		NI Number:
Postcode:		Nationality:
Do you hold a current driving licence?		Yes / No
Do you require a work permit to work in the UK?		Yes / No
Will you be working on a student Visa?		Yes / No
<i>Please note that you will be required to provide proof of identity and eligibility to work in the UK prior to the commencement of employment (i.e. Passport /NI number card/Payslip/P45/P60)</i>		

Availability for Work

Please indicate your availability for work:							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Time From (if not a full day)							
Time To (if not a full day)							

Will you be available to work Public/Bank Holidays if required? **Yes / No**

Will you be available to work additional hours if requested? **Yes / No**

Preferred Hours of work: Full time / Part time/ Weekend/ Any (delete as necessary)				
What is your notice period with your current employer? (In weeks)				
Dates not available for interview?				
Have you been employed by Hayes Garden World Ltd before?				
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">If 'Yes', give details:</td> <td style="width: 15%; border: none;">From:</td> <td style="width: 15%; border: none;">To:</td> <td style="width: 40%; border: none;">Location:</td> </tr> </table>	If 'Yes', give details:	From:	To:	Location:
If 'Yes', give details:	From:	To:	Location:	

Employment History (continue on separate sheet if necessary)

Starting with your most recent, please give details of your previous employer including any voluntary or casual work undertaken

Dates		Company name and full address (inc. postcode)	Job title	Brief description of duties	Salary	Reason for leaving
From	To					
		Post Code Tel				
		Post Code Tel				
		Post Code Tel				

Gaps in Employment History (continue on separate sheet if necessary)

If you have not been employed within the last three years or have any gaps in your employment history, please explain how you have spent your time:

Please indicate in which of the following areas you have worked

- Horticulture (Please state area(s) i.e. perennials/shrubs/indoor plants, etc.)
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- Garden centre
- Flower arranging
- Shop/window dressing
- Driving/ Deliveries (please state licences held)
- Fork Lift Truck
- Garden tools (equipment)
- Other (please state)
- Landscaping
- Retail/ Customer services
- Catering
- Garden Furnishings
- Chemicals/Pesticides/Fertilisers
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Education

Please provide details of your educational achievements from secondary school to the present day. Include any training courses you have been on.

Name and address of school, college, university:	Qualifications obtained:
Post Code	
Post Code	
Post Code	
Please note: successful candidates will be required to evidence the above qualifications.	

Personal Development

Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable)
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Criminal convictions

Do you have any criminal convictions which are not spent?	Yes / No
If you have a criminal conviction that is not considered spent under the Rehabilitation of Offenders Act 1974, please provide details below.	
If Yes, please give details:	
The Company may wish to verify this information through the Criminal Records Bureau at any time, whether before or during your employment. Please confirm you agree to such checks being made. I Agree / I Disagree	

References

It is Company Policy to take up references. Please give details of two people (not relatives) whom we may approach. At least one reference should be from a previous employer (where applicable). For students at least one reference must be from either your school or college. No approach will be made to your present employer before an offer of employment is made to you.

Name:	Name:
Occupation:	Occupation:
Relationship:	Relationship:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties' information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form, we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

For more details please see our website www.hayesgardenworld.co.uk/privacy-policy

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. I understand that any offer of employment will be subject to the receipt of references that the Company deems satisfactory and proof of authorisation to work in the UK, as listed in the Immigration (Restriction on Employment) Order 2004.

Signed:

Date:

Thank you for your interest in working for Hayes Garden World Limited. However, please be aware that due to the large number of applications we receive only those candidates short listed for interview may receive a response, as it is not our Policy, to provide further feedback to unsuccessful candidates.

COMPETENCY APPLICATION FORM

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the Competency Specification). You should draw on your experiences from your current or previous roles or from relevant situations (such as activities outside work).

Communication

Planning and Organising

COMPETENCY APPLICATION FORM CONTINUED

Team Working

[Empty box for Team Working application]

Leadership

[Empty box for Leadership application]