

Application for Employment



Please complete in black ink

1. Vacancy details

Post applied for:

2. Personal Details

Surname:

Forename(s):

Preferred title (i.e. Mr/Mrs/Ms/Miss/Prof/Dr):

Permanent address:

E-Mail address:

Telephone (daytime):

Telephone (evening):

Other (mobile):

State days and times including weekends when you are normally free to work. (if applying for a part time position)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

3. Present/most recent employment (if applicable)

Name and address of employer:

Period of notice:

Post/Title:

Date of commencement:

Date of leaving (if applicable):

Reason for leaving (if applicable):

Salary/Wage:

Other financial benefits:

6b. Please explain periods not in employment (continue on a separate sheet if necessary)

7. Relevant knowledge, experience and skills

Please use this space to explain how you meet the job responsibilities. You can use examples from paid or unpaid work /activities including leisure and domestic activities.

8. Please provide details of any illness or injury causing you to be absent from work in the last two years.

<u>Nature of illness</u>	<u>No of days absent from work</u>
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9. Referees
Please name two people who may be approached for a reference in respect of your application. If you are/have been employed, both references must be employment references, with one being your current/most recent employer. If you do not wish either of your referees to be contacted until after a provisional offer of employment is made, please place an X in the relevant box. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Second referee

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Position/Post title: _____

Position/Post title: _____

10. Employment of Offenders

Do you have any previous cautions, reprimands, final warnings or convictions (including those normally regarded as spent)? Yes No

If yes, please give details of offence(s) and, if applicable, sentence including dates:

Declaration

I declare that to the best of my knowledge, the information contained on this form is accurate. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. I give my consent to W Crowder and Sons Ltd processing my personal data (including sensitive personal data) for the purposes stated below.

This form should be returned to:
The Manager
Crowders Garden Centre
Lincoln Rd
Horncastle
Lincolnshire
LN9 5LZ

I also confirm that I am not on the List 99 database, disqualified from work with children, or subject to sanctions imposed by a regulatory body.

Signed: _____

Date: _____

DATA PROTECTION ACT – W Crowder and Sons Ltd may use and process personal data or information regarding you (whether obtained from you on this form or otherwise, or from another person) for the purposes of processing your application for employment. If your application is successful, the Company may also process your personal data in connection with the administration of your employment. If your application is unsuccessful, the Company may retain your personal data for consideration in relation to future vacancies, unless you notify the Company that you do not want this to happen.

The Company may also process sensitive personal data (which includes information as to your physical or mental health or condition, your racial/ethnic origin, the commission or alleged commission of any offence by you, and any proceedings for an offence committed or alleged to have been committed by you (including the outcome or sentence in such proceedings)) for the same purposes.