

## Job Application Form (Please use dark ink)

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Post Applying For

**Job Title**

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### Personal details (please print clearly)

Title

Surname

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Fornames

Telephone (home)

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Address

Telephone (mobile)

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Email Address

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Postcode

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### Relevant qualifications or professional membership

Examination level (e.g. GCSE / 'A' Level / Degree / NVQ)

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### Present or most recent employment

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**Current employer's name, address and type of business**

Title	Surname
Forenames	Telephone (home)
Address	Telephone (mobile)
	Email Address
Postcode	Type of business

**Job Title**

Date started in post

Notice required

Date left if no longer employed

Reason for leaving

**Briefly describe your main duties and responsibilities in the above job.**

**Past employment**

Please give details of all your previous work experience, putting the most recent first. Include any voluntary or unpaid work. Continue on a separate sheet if necessary.

Employer's name & address	Dates employed from / to	Job held and outline of duties	Reason for leaving

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**Training**

Course title or area of training relevant to this post

Title

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**Additional information**

After reading the job description, please say why you are applying for the post and tell us how you would be suitable. Highlight any knowledge, experience and skills that you consider relevant to the post you are applying for.

CVs are not accepted as a substitute for this. If you wish to provide further information, please continue on no more than two separate sheets of A4 paper.

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**Work permit**

Do you require a work permit?

Yes

No

**Driving**

Do you hold a current full driving licence?

Yes

No

Do you have any current driving convictions?  
If yes, please state convictions

Yes

No

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**Health and general attendance**

Please give details of the number of days you have been absent from work in the past two years as a result of ill health.

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Please give details of any illness that has caused you to be absent from work for 10 or more consecutive days during the past two years.

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**References**

Please give the names and addresses of two referees (not friends or relatives) including telephone numbers. Where you have been unemployed or not working for a period of time it is helpful if references can be given from voluntary work/school groups or committees.

**Referee - Current Employer**

Name \_\_\_\_\_

Referee's Job Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Contact before interview? Yes/No \_\_\_\_\_

**Referee - Previous Employer**

Name \_\_\_\_\_

Referee's Job Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Contact before interview? Yes/No \_\_\_\_\_

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**Criminal convictions**

Do you have any criminal convictions?

Yes

No

If **Yes** please give details on a separate sheet.

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**Declaration**

In accordance with the data protection act 1988, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application form will be destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements, and to assist Riverside Garden Centre (Bristol) Limited in equal opportunities monitoring in respect of job applications. I agree that Riverside Garden Centre (Bristol) Limited has the right to validate any of the information provided.

I understand that any false statements could result in my dismissal if appointed.  
I confirm that I am legally eligible to work in the United Kingdom.

Name

Date

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