

Job Application Form (Please use dark ink)

Post Applying For

Job Title

Personal details (please print clearly)

Title

Surname

Fornames

Telephone (home)

Address

Telephone (mobile)

Email Address

Postcode

Relevant qualifications or professional membership

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

Present or most recent employment

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

Training

Course title or area of training relevant to this post

Title

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.

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

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 _____

Criminal convictions

Do you have any criminal convictions?

Yes

No

If Yes please give details on a separate sheet.

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 _____