

Stockton Lane, Stockton on the Forest, York, YO32 9UE

01904 400141 york@deansgardencentre.co.uk

**Application Form for Employment**(Please complete this form in full and in BLOCK CAPITALS)

Position Applied for:

Full Time Part Time Weekend (Please Tick)

If part time, please state days available: Expected Wage / Salary:

(Please note the majority of positions involve weekend and Bank Holiday work)

Why do you wish to work for Dean’s Garden Centre?

**Personal Information**

Title:

Surname: Full Forenames:

Home Address: Home Phone Number:

 Mobile Phone Number:

Do you have the right to work in the UK? Yes / No

Email Address:

Are you related to / have friends that are existing employees? If yes, who?

Where did you see the vacancy advertised?

**Personal Information**

If driving is required for the role, do you hold a current driving licence? Yes / No

If there are any endorsements, please provide details

Have you been convicted of a criminal offence? (Which is not a spent conviction within the meaning of rehabilitation of Offenders Act 1974) Yes / No

If you have a disability\*, please let us know if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process

\*Under the Equality Act 2010, the definition of disability includes anyone with a “physical or mental impairment” which has a substantial, long term, adverse effect on their ability to carry out normal day to day activities.

Please give details of any pre-arranged holidays:

**Education and Training**

**Education**

Dates From / To Secondary School / College / University Subject / Course Grades

**Further Training**

Dates From / To Institution Qualifications / Grades

**Practical Training / Skills or Other Work Experience** (Please give as much detail as possible)

**Current Employment**

Name: Job Title:

Address: Length of Employment:

Salary:

Key Responsibilities: Notice Time Required:

Reason for wanting to leave:

**Previous Employment**

Name: Job Title:

Address: Length of Employment:

Salary:

Key Responsibilities: Reason for Leaving:

**References** Please give the names and contact details of 2 people who we can ask to give you a reference (One of which should be a professional referee)

1. Name: Name of Organisation:

Address: Relationship of the referee to you:

 Telephone:

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Address: Relationship of the referee to you:

 Telephone:

*All successful applicants are made on the basis of a 3-month probationary period or as specified*

**Supporting Statement** (Please use this section to explain why you have applied for this job and how you meet the requirements of this role)

Is a supporting Curriculum Vitae is enclosed? Yes / No

**Declaration**

*All the information collected within this form is necessary and relevant to the performance of the job applied for. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.*

*I confirm that to the best of my knowledge, the information given on this form, is true and correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to dismissal*

Signed: Date:

If your application is successful, your application form will be kept during your employment and for 6 years after your employment ceases.

If your application is unsuccessful, your application form will be retained for one year after being notified.

You have the right to object to your details being held for this length of time. For more information, please visit [www.deansgardencentre.co.uk/privacy](http://www.deansgardencentre.co.uk/privacy) or a printed copy of our Privacy Policy can be found at the Information Desk.