

Hall Farm Nursery Church Lane
Upminster Essex RM14 3QH. Tel- 01708 858500
www.enterpriseplants.com

Employment Application Form

Please complete by hand:

Position applied for:

Where did you hear of this vacancy?

Surname (Block letters)

First name(s):

Address

.....

Contact telephone no: Mobile.....

Do you hold a current driving licence? Yes/no

If 'yes' for how long? Number of Endorsements

Do you have any further driving qualifications? (eg towing trailers)

Have you been involved in any accidents in the last 3 years? Yes/No.

If 'yes', please give details

Education and training:

Secondary School/College:

.....

.....

Details of and results of any examinations taken

.....

.....

Any other Further education (e.g. technical college, evening classes)

.....

.....

continue over/

Any other craft/skills or training
.....
.....

Employment history:

Present employer

Address

.....

Job title

Duties

.....

Rate of pay/salary

Date employed: from to

Reason for leaving

.....

No approach will be made to your present employer before an offer of employment is made to you.

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs. Please continue on a separate sheet if necessary.

Please tell us why you applied for this post and give examples of things you have done that make you particularly suited to the job

Please give names and addresses of two people who would be prepared to give a reference on your behalf (one must be a previous employer or current employer)

1.....

.....

2.....

.....

Do you have experience of:

Interior Maintenance (Planters)	Yes/No
Exterior Maintenance (Window Boxes/Gardens)	Yes/No
Gritting	Yes/No

General

Are you in good health? Please detail any serious medical problems you have had in the past 5 years.

How many days sickness have you had in the past 2 years?

Have you ever been convicted of a criminal offence? Yes/No
If yes, please give details (Declarations are subject to the Rehabilitation of Offenders Act 1974 as amended)

Are you willing for us to have a CRB (Criminal Record Bureau) check carried out? Yes/No

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

Please tell us if there are any dates when you will not be available for interview

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 a 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 any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this 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 Information Commissioner.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organization believes it appropriate) a medical report, all of which must be deemed by the Company as satisfactory.

Signed Date

Before you will be able to start work with Enterprise Plants you will have to provide proof as laid down by the Home Office that you are legally entitled to work inside the EEC. To check you eligibility visit www.ind.homeoffice.gov.uk.
Eg A passport from the UK or EEA, or other authorised proof

