

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained	Date Achieved

Training Courses Attended

Course Title	Date	Training Provider	Duration

Do you have any other training, qualifications or skills relevant to the post?

Employment history

Please give details of your last five years of employment, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education:

Other information: Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application. Attach additional sheets securely and ensure they are marked clearly with your name and details of the posts for which you have applied. ***When completing this section you should refer to the attached job description and role specification *(delete if not applicable)**

Do you hold a full driving licence? If yes, do you have any current endorsements and what are they for?

Have you been involved in any accidents in the last 3 years? Yes/No. If yes please give details

Have you made a previous application to the Company? If so, when was this and what was the outcome?

How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements you would require to attend interview.

Do you smoke? (optional) Yes/No

What are your salary expectations?

Referees: Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. If you are unable to provide two working references you may provide a character reference, however this should be somebody who knows you in a professional standard, and must not be a relative or friend. **(Note: References will not be taken up prior to any offer of employment being made).**

First referee Address: Post Code: Telephone: Email:	Second referee Address: Post Code: Telephone: Email:
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If you are successful in obtaining a position with the Company, depending on your role you may be required to undertake a Disclosure & Barring Service check, Financial Regulations Screening, and any other screening deemed applicable to the role. Please confirm that you give the Company authority to undertake such checks should you be offered employment by ticking the box and signing the declaration below:

I give the Company authority to carry out the screening detailed above as relevant to my role and understand that further details of such checks will be notified to me should my application be successful

General

Do you have any illness/injury which may prevent you carrying out the job you are applying for?

Do you have any live or unspent criminal convictions?

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

Enterprise Plants is an Equal Opportunities Employer and positively encourages applications from suitably qualified eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.
