

Beetham Nurseries Ltd.

Application Form

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

Personal

(Please complete this section in BLOCK CAPITALS)

Title Mr Mrs Ms Miss

Surname: _____

First name: _____

Address: _____

Postcode: _____

Contact telephone number: _____

Email Address: _____

Full Driving Licence: **Yes / No** Endorsements: **Yes / No**

If YES, please give further details including dates:

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? **Yes / No**

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

If YES, please give full details:

Are you willing to work overtime and weekends if required? **Yes / No**

Please give details of any hours which you would not wish to work:

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) **Yes / No**

If YES, please give full details:

Please complete the Medical Questionnaire. Would you be prepared to undergo a medical examination before starting employment if required? **Yes / No**

Have you ever worked for this Company before? **Yes / No**

If YES, please give full details:

Have you applied for employment with this business before?

Yes / No

Do you need a work permit to take up employment in the U.K.?

Yes / No

How much notice are you required to give to your current employer?

Education

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

Employment Details

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

Present or Last Employer

Are you currently employed?

Yes / No

Name of present or last employer:

Address:

Telephone number:

Nature of business:

Job title & brief description of duties:

Reason for leaving:

Length of service:

From: _____ To: _____

Interests, Achievements, and Leisure Activities

(e.g. hobbies, sports, club memberships)

Supplementary Information

Please set out below any further information to support your application
(e.g. past achievements, future aspirations, personal strengths)

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed:

PRINTED:

Date:

References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

Source of Application

How did you hear of this vacancy? _____

MEDICAL QUESTIONNAIRE

Full name: _____

Address: _____

Contact telephone number: _____

We will not contact your doctor without your prior written consent.

1. How many days' absence have you had from work in the last three years?
How many periods of absence have you had in last three years?

Number of days absent:

Number of periods of absence:

2. Are you currently taking or have been prescribed medication (excluding contraceptives)? **Yes / No**

If Yes, please give further details:

3. Are you currently receiving treatment for any physical or mental condition? **Yes / No**

If Yes, please give further details;

4. Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform your duties? **Yes / No**

If Yes, please give further details:

5. Do you consider yourself to have a disability?

Yes / No

If Yes, please give further details:

Data Protection Notice

The Company requires certain information before you start employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Equality Act 2010.

The information you provide will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 1998.

Declaration

I confirm that the information given in this Questionnaire is complete and accurate to the best of my knowledge.

Signed: _____

PRINTED: _____

Date: _____