

CHESSINGTON GARDEN CENTRE

Application Form

Please complete all sections of this form that apply to you **without leaving any gaps**. The requested information is necessary in order to enable Chessington Garden Centre to assess your application for employment. All information will be treated as confidential.

Please complete and return to:

The Personnel Manager, Chessington Garden Centre, Leatherhead Road, Chessington, Surrey KT9 2NG

Position Applied For		
Please give the title of the advertised position		
Where did you see this post advertised?	Have you applied before?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Personal Details		
Title: Mr / Miss / Mrs / Ms	Surname:	Forename(s):
Address:	Email:	
	Home Telephone:	
	Daytime Telephone:	
Postcode:		
N.I. Number:	Mobile:	

Education			
School/College		Qualifications	
Employment History (paid or voluntary work)			
Current/Most Recent Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason for Leaving:		Rate of Pay on Leaving:	
❶ Previous Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason for Leaving:		Rate of Pay on Leaving:	
❷ Previous Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason for Leaving:		Rate of Pay on Leaving:	
❸ Previous Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason for Leaving:		Rate of Pay on Leaving:	

➊ Previous Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason for Leaving:		Rate of Pay on Leaving:	
➋ Previous Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason for Leaving:		Rate of Pay on Leaving:	
General			
Do you know anyone employed by Chessington Garden Centre? If yes, please give their name and relationship.			
How soon would you be available for work if appointed?			
Interests and Pastimes			
Please give details of your interests and pastimes, and any clubs and societies that you belong to, along with any responsibilities or offices held.			
References			
Employment / Personal Referee:	Employment Referee:		
Name:	Name:		
Relationship:	Position:		
Address:	Employer's Name & Address:		
Telephone:	Telephone:		
May we contact them now?			
When will you be available for interview?			

Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence?

Yes No

Do you have any criminal charges or summonses pending against you?

Yes No

If you have answered yes to any of the questions above, please give details on a separate sheet and put it in a sealed envelope attaching it to the form. The information will only be used if you are short-listed, otherwise it will be destroyed unopened.

Declaration

I declare that the information that I have given in support of my application is true and complete.

I understand that if the information set out in this application form is found to be false or misleading, Chessington Garden Centre reserve the right to withdraw any offer made.

I understand that if the information set out in this application form is subsequently discovered to be false or misleading, I may be dismissed.

I understand also that the appointment, if offered, will be subject to satisfactory references.

Signature:

Date:

The information contained in the application form will be used for the selection of candidates. Should you be successful in your application, the information on this form will be used in the preparation of contracts and filed in a personal file.

The equal opportunities form is strictly confidential and will be used solely for monitoring purposes.

I consent to the processing of the enclosed information by Chessington Garden Centre in accordance with the Data Protection Act 1998.

Signature:

Date:

Equal Opportunities

Chessington Garden Centre is an equal opportunities employer. All job applicants and employees receive equal treatment regardless of sex, pregnancy, marital or civil partner status, sexual orientation, gender reassignment, race, colour, nationality, ethnic or national origin, age, disability, part time or fixed term status, religion or similar belief or union activities.

By completing the sections below, you can help us monitor and promote our equal opportunity policy. This section will not form part of the short-listing process in any way and will be separated from your application form.

Male Female

Date of Birth:

How would you describe your ethnic origin?

These categories were used for the 1991 census by the Office of Population Census and Surveys and are recommended by the Commission for Racial Equality. They do not refer to place of birth, citizenship or nationality, but to the ethnic group to which you feel you belong

White	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black – Other	<input type="checkbox"/>	Asian – Other	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Other <i>please specify</i>	<input type="checkbox"/>
Would prefer not to say	<input type="checkbox"/>		

Would you describe yourself as having a disability?

Yes No

Are you registered under the Disabled Persons (Employment) Act 1997?

Yes No