

APPLICATION FOR EMPLOYMENT

The information provided on this form will help us to assess your suitability for employment with The Millbrook Garden Company Limited. All information will be treated in the strictest confidence. Please complete all sections of the form which apply to you.

Personal Details

Surname:	First Name:
Title: (please circle) Mr / Mrs/ Miss / Ms	
Home Address:	Home Telephone:
	Mobile Telephone:
	Email Address:
Post Code:	
National Insurance Number:	
Have you ever been dismissed from employment? YES / NO (if yes please give details)	
Do you have your own transport? Yes / No Do you hold a current driving licence? Full / Provisional / No / Other Please give details of any endorsements	

Your Application (Complete one section only)

1. Application for an Advertised Position Position Applied for: At: Crowborough <input type="checkbox"/> Gravesend <input type="checkbox"/> Landscapes / Nursery <input type="checkbox"/> How did you hear about this vacancy?							
2. General Enquiry for a Position At: Crowborough <input type="checkbox"/> Gravesend <input type="checkbox"/> Landscapes / Nursery <input type="checkbox"/> Hours Available: please indicate times available							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
a.m							
p.m							
full day							
Are you willing to work Sundays & Bank Holidays? Yes / No							
Are you seeking full or part time employment?							

Education Details

Name of School , College, University	Qualifications Obtained

Other Relevant Training (eg. Horticultural, First aid, fork lift, retail NVQ, Customer Services, Catering, Management / Supervisory skills etc)

Course Attended	Dates	Qualification gained

Hobbies and Interests (please give details)

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Reasons for this application (please explain why this job interests you & what particular skills, knowledge, experience & qualities you possess which are relevant to the job you are applying for)

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Employment History

Start with your current / most recent employment and work backwards accounting for any breaks in employment. If you require more space please continue on a separate sheet of paper.

Please note we may approach any previous employer listed for an employment reference, we will not approach your current employer without your consent.

Employer's Name & Address	Dates Employed	Position held & responsibilities	Salary	Reason for leaving

Personal References (only complete if you have not been employed in the last 2 years)

Please give the names & full addresses of 2 professional people known to you but not related who we can contact to provide a personal reference for you.

First Referee	Second Referee

Declaration Please answer all questions

Do you have any criminal convictions other than those defined as “spent” under the Rehabilitation of Offenders Act 1974 ? Yes / No if yes please give details

Under the Asylum & Immigration Act 1996 we can only offer you a job if you have the right to live & work in the UK. All applicants will therefore be requested to produce appropriate documentation should they be invited to attend an interview (please see enclosed sheet)

Are you legally entitled to live & work in the UK & able to produce documentation?
Yes / No

Do you require a work permit? Yes / No if yes please give details

Do you intend to work for a second company if offered a position at Millbrook?

Yes / No if yes please give details of second company including days & hours.

If we offer you a position we may ask you to apply for a police / criminal records check at the start of, or during your employment. Please confirm that you are prepared to make such an application at the Company’s expense. Yes / No

Thank you for completing this application form.

I confirm that the information given is accurate & true to the best of my knowledge.

I will notify the Millbrook Garden Company Ltd of any changes.

I agree to the processing of this information in support of my application for employment.

Any person appointed to the Company having given false information will be liable to dismissal without notice.

Signed:

Date:

Please ensure you have completed and attached the:

- Equal Opportunities Monitoring Form
- Pre Employment Health Questionnaire

Please return to The Human Resources Dept, The Millbrook Garden Company Limited, Tubwell Lane, Crowborough, East Sussex, TN6 3RJ.

STRICTLY PRIVATE & CONFIDENTIAL

Office use	On receipt of application form please send this section to Human Resources.
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EQUAL OPPORTUNITIES MONITORING FORM

At The Millbrook Garden Company Limited we are committed to treating all employees with dignity & respect regardless of race, gender, disability, marital status, age, sexual orientation, religion or belief To help us monitor this we would be most grateful if you would answer the following questions.

Surname:	First Name:
Date of Birth:	

Ethnic Origin:	White	British Irish Any other white background (please specify)
	Mixed	White & Black Caribbean White & Black African White & Asian Any other mixed background (please specify)
	Asian or Asian British	Indian Pakistani Bangladeshi Any other Asian background (please specify)
	Black or Black British	Caribbean African Any other Black background (please specify)
	Chinese or other ethnic group	Chinese Any other (please specify)

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PRE EMPLOYMENT HEALTH QUESTIONNAIRE

The information is required with your interests in mind & to ensure the Company meets its obligations under Health & Safety Regulations. Previous ill health need not preclude employment.

Has your employment ever been terminated on the grounds of ill health?
Yes / No (if yes please give details)

How many days sickness absence did you have in the last 12 months?

Are you currently under the care of a doctor of other medical professional?
Yes / No (if yes please give details)

Are you currently taking prescribed medicine? Yes / No (if yes please give details)

Are you currently suffering from or have you suffered from any of the illnesses listed below?

	Yes	No
Heart Problems such as angina, high blood pressure, heart attack?		
Diabetes?		
Epilepsy or fainting attacks?		
Skin diseases?		
Back trouble, sciatica, arthritis, rheumatism?		
Chest / lung problems, asthma?		
Injury to bones, joints, tendons, including wrist tendons?		
Depression / anxiety?		
Allergies?		
Hearing / sight problems?		
Surgical operations?		
Hernia or rupture?		
Serious accident?		
Stomach / bowel trouble?		
Headaches / migraines?		
Mobility problems?		

Do you consider yourself to have a disability? Yes / No (if yes please give details)

Please let us know of any assistance you may need when attending an interview.

If you have answered yes to any questions please give details & approximate dates on a separate sheet. This is particularly important where you have a qualifying disability under the Disability Discrimination Act 1995 as it will enable us to identify what, if any “reasonable adjustments” can be made.

I hereby declare that the information given is full and true to the best of my knowledge, I understand that if, at a later date, it is discovered that I have knowingly withheld medical information, disciplinary action may be taken against me, which may include dismissal.

Signature:.....

Date:.....

The Millbrook Garden Company Limited

If you are invited to an interview please bring the following documents with you. Failure to do so will unfortunately mean that your employment will not be able to commence.

Asylum & Immigration Act 1996 –Prevention of Illegal Working

Your employment is conditional upon the receipt of original documentary proof of your eligibility to work in the UK. These documents will be photocopied and retained in your personal records. Please provide **Original** Documents as listed below

List 1

- A passport showing the holder is a British Citizen or has right of abode in the UK.
- A document showing the holder is a national of a European Economic Area (EEA) country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from an EEA or country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a EEA country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work offered, if they do not have a work permit.
- An application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2

If a document from list 1 is not available you must provide two documents from this list in one of two prescribed combinations shown below.

First Combination

- A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance Card or a letter from a Government agency.

And

- A full Birth Certificate issued in the UK, which includes the names of the holder's parents; **OR**
- A Birth Certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**
- A certificate of registration or naturalisation stating that the holder is a British Citizen; **OR**
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; **OR**
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person in it can stay indefinitely in the UK, or has no time limit on their stay; **OR**
- A letter issued by the Home Office to the holder which indicated that the person named in it can stay in the UK, **and** this allows them to do the type of work offered; **OR**
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, **and** this allows them to do the type of work offered.

Or Second Combination

- A work permit or other approval to take employment that has been issued by Work Permits UK

And

- A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; **OR**
- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question