

Hayes Garden World
 Lake Road, Ambleside
 Cumbria, LA22 0DW

Tel: 015394 33434
 Fax: 015394 34153



APPLICATION FOR EMPLOYMENT

Position Applied for:			
Location:			
Preferred Hours of work: Full time / Part time/ Weekend/ Any (delete as necessary)			
What is your notice period with your current employer? (In weeks)			
Where did you hear about the vacancy?			
Dates not available for interview?			
Have you been employed by Hayes Garden World Ltd before?			
If 'Yes', give details:	From:	To:	Location:
Do you hold a current driving licence? Yes / No			

Personal Details

Title:	First Name(s):	Surname:
Address:		Telephone:
		Mobile:
		Email:
		NI Number:
Postcode:		Nationality:
Do you require a work permit to work in the UK?		Yes/No
Will you be working on a student Visa?		Yes/No
<i>Please note that you will be required to provide proof of identity and eligibility to work in the UK prior to the commencement of employment (i.e. Passport /NI number card/Payslip/P45/P60)</i>		

Availability for Work

Please indicate your availability for work							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Time From (if not a full day)							
Time To (if not a full day)							

Will you be available to work Public/Bank Holidays if required? **Yes/No**

Will you be available to work additional hours if requested? **Yes/No**

Employment History (continue on separate sheet if necessary)

Starting with your most recent, please give details of your previous employer including any voluntary or casual work undertaken

Dates		Company name and full address (inc. postcode)	Job title	Brief description of duties	Salary	Reason for leaving
From	To					
		Post Code Tel				
		Post Code Tel				
		Post Code Tel				

Gaps in Employment History (continue on separate sheet if necessary)

If you have not been employed within the last three years or have any gaps in your employment history, please explain how you have spent your time:

Please indicate in which of the following areas you have worked

- Horticulture (Please state area(s) i.e. perennials/shrubs/indoor plants, etc.)
.....
- Garden centre
- Flower arranging
- Shop/window dressing
- Driving/ Deliveries (please state licences held)
- Fork Lift Truck
- Garden tools (equipment)
- Other (please state)
- Landscaping
- Retail/Customer services
- Catering
.....
- Garden Furnishings
- Chemicals/Pesticides/Fertilisers
.....

Education

Please provide details of your educational achievements from secondary school to the present day. Include any training courses you have been on.

Name and address of school, college, university:

Qualifications obtained:

Post Code

Post Code

Post Code

Other information

Please give details of any additional information you feel may be of benefit to your application (continuing on a separate sheet if required)

Hobbies and interests

Please detail any outside interests or hobbies, including any memberships of clubs and any positions of responsibility, which you currently hold.

Criminal convictions

Have you been convicted of any criminal offence not yet spent under the Rehabilitation of Offenders Act 1974?

Yes/No

If Yes, please give details

The Company may wish to verify this information through the Criminal Records Bureau at any time, whether before or during your employment. Please confirm you agree to such checks being made. **I Agree/I Disagree**

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:

.....
.....

References: It is Company Policy to take references. Please give details of two people (not relatives) whom we may approach. At least one reference should be from a previous employer (where applicable). For students at least one reference must be from either your school or college. No approach will be made to your present employer before an offer of employment is made to you.

Name:	Name:
Occupation:	Occupation:
Relationship:	Relationship:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:

Declaration

I declare the information I have given is true, accurate and complete and that any omissions or deliberately misleading or false information may lead to the immediate or subsequent termination of my contract. I understand that any offer of employment will be subject to the receipt of references that the Company deems satisfactory and proof of authorisation to work in the UK, as listed in the Immigration (Restriction on Employment) Order 2004. The Company reserves the right to rely on these conditions after the commencement of the employment relationship.

Signed

Date

Thank you for your interest in working for Hayes Garden World Limited. However, please be aware that due to the large number of applications we receive only those candidates short listed for interview may receive a response.