



PLANTS FOR TRADE JOB APPLICATION FORM

CONFIDENTIAL

Post applied for	Where did you see position advertised.....	Part Time or Full Time Hours Wanted.....
About You		
Name:		
Address:		
Email:		
Daytime telephone number:	Mobile:	
Do you have the right to take up employment in the U K and, if necessary, a Work Permit?		
Dates you are not available for interview:		
Are there any adjustments that may be required to be made should you be invited for an interview?		
If so, please state here:		
Do you hold a current driving licence?	Yes/No	Licence Type: Full/Provisional/LGV/PCV
If yes, please give details of any current endorsements?		
Salary Required:		
Please indicate two people who can provide references - one of whom should be your present/most recent employer:		
Name:	Name:	
Address:	Address:	
Tel No.	Tel No.	
Email:	Email:	
Occupation:	Occupation:	
I give permission to take up references prior to an offer of employment being made, please answer Yes or No.	I give permission to take up references prior to an offer of employment being made, please answer Yes or No.	

EMPLOYMENT HISTORY

Please give details of all jobs held, including part time and unpaid work, starting with your current or most recent employer.

Employer (name and full address including telephone number)	Jobs Held / Key Achievements	Reason for leaving	Current/Final Salary

Please continue on a separate sheet if necessary

Your Hobbies and Interests

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EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please name any institute or professional body in full and include attainment level

Personal Development

Include courses, membership, voluntary work or responsibilities you consider relevant

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. 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 other information held by us. We may also use or pass on to certain parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the 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 Data Protection Commissioner.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature.....

Date

Please return your completed application to Charlotte Richards by email below or post it to the address below.

charlotte@plantsfortrade.co.uk

**Plants for Trade
The Nursery
397 Christchurch Road
West Parley
Dorset
BH22 8SJ**