**APPLICATION FOR EMPLOYMENT**

Please print and complete this form manually or request a Microsoft Word version if you would prefer to complete it electronically.

Completed forms should be sent to:

Perennial – Gardener’s Royal Benevolent Society,

115-117 Kingston Road, Leatherhead,

Surrey KT22 7SU.

Enquiries Tel: 01372 373962 Web: [www.perennial.org.uk](http://www.perennial.org.uk)

|  |
| --- |
| **DETAILS OF VACANCY** |
| Post applied for: |  |
| Closing date: |  |
| Date of receipt of application: (for office use only) |  |

|  |
| --- |
| **PERSONAL DETAILS** |
| Surname:  | Forename(s):  |
| Preferred Title:  |  |
| Home Address (including post code):  |
| Home Telephone: (Please include the code) | Do you hold a full current driving licence? Yes / No |
| Mobile Telephone:  | Do you have your own vehicle? Yes / No |
| Office Telephone: (Please tick if discretion required) [ ]  | Do you have any current endorsements? Yes / No (If yes, please provide details):  |
| Email address: | Do you require a permit to work in the UK? Yes / No(If yes, please provide details):  |
| *Candidates will be required to provide proof of eligibility to work in the UK.* |

|  |
| --- |
|  **REHABILITATION OF OFFENDERS** |
| Do you have any unspent criminal convictions as defined in the Rehabilitation of Offenders Act 1974? Yes / NoIf yes please provide details: |
| **For vacancies within the Services Department Only:**The Rehabilitation of Offenders Act does not apply to certain specified professions: these are mainly medical, legal or accountancy professions. Neither does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed.This post involves contact with either children or vulnerable adults, please also confirm that you are not listed on any of the following (as appropriate):[ ]  I confirm that I am not listed on the children’s’ barred list.[ ]  I confirm that I am not listed on the adults’ barred list.[ ]  I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable work with children/vulnerable adults.The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying. |

|  |
| --- |
| **CURRENT EMPLOYMENT** (or most recent employment) |
| Employer’s name and address: |
| Post held and main duties: |
| Dates employed and reasons for leaving: |
| Salary and benefits: |
| Notice required by present employer (if applicable): |

| **PREVIOUS EMPLOYMENT** |
| --- |
| **Employer Name** | **Post Held and Main Duties** | **Dates Employed** | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Continue on separate sheet if necessary*

| **SECONDARY AND HIGHER EDUCATION/QUALIFICATIONS** |
| --- |
| **Dates** | **School, College or University Attended** | **Qualification** |
|  |  |  |
|  |  |  |
|  |  |  |

*Continue on separate sheet if necessary*

| **TRAINING COURSES** |
| --- |
| **Dates** | **Course Attended** |
|  |  |

| **PROFESSIONAL MEMBERSHIP(S)** |
| --- |
| Please give details of professional memberships: |

| **VOLUNTARY ACTIVITIES AND INTERESTS** |
| --- |
| Please give details of any activities or interests that you do not mention elsewhere: |

*Continued on next page*

| **SUPPORTING STATEMENTS/REASONS FOR THIS APPLICATION** |
| --- |
| Please explain why this post interests you and what particular knowledge, skills and experience you possess that makes you suited for this post, (you will find it useful to refer to the job description and person specification). **Maximum 2 pages**.  |
|  |

*Continue on separate sheet if necessary*

|  |
| --- |
| **How did you hear about this post?** |
|  |

|  |
| --- |
| **Do you know or are you related to any of our Trustees or anyone who works for Perennial?** Yes / No (If yes, please provide details)**:**  |

|  |
| --- |
| **DECLARATION** |
| I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.I hereby consent to the processing of sensitive personal information, as defined in the Data Protection Act 1998, involved in the consideration of this application.I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.Applicant signature: Date:  |

*Continued on next page*

|  |
| --- |
| **REFERENCES**Please give details of two referees, one of whom should be your current or most recent employer. |

|  |
| --- |
| **Post applied for:**  |

|  |
| --- |
| **YOUR DETAILS** |
| Surname:  | Forename(s):  |
| If applicable, please provide details of any previous name that your referees may know you by:  |

|  |
| --- |
| **REFEREE 1** |
| Full Name:  |
| Occupation/Position:  |
| Address:  |
| Telephone Number:  |
| Relationship: (e.g. ‘current line manager’) |
| May we contact this referee prior to interview? (We will notify you if we intend to do so) Yes / No |

|  |
| --- |
| **REFEREE 2** |
| Full Name:  |
| Occupation/Position:  |
| Address:  |
| Telephone Number:  |
| Relationship: (e.g. ‘current line manager’) |
| May we contact this referee prior to interview? (We will notify you if we intend to do so) Yes / No |

**EQUALITY & DIVERSITY MONITORING**

This form will be detached before shortlisting and will not be seen by the selection panel.

Perennial has a principle of open competition and will recruit the best candidate for the job, based on merit.

Perennial recognises that The Equality Act 2010 protects people against discrimination on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

Perennial will make reasonable adjustments at all stages of the recruitment process to allow an applicant with a protected characteristic to apply.

At the end of each year, Perennial will review the number and type of vacancies along with an assessment of the diversity of applicants based on information from these monitoring questions. This will then be used to inform future recruitment.

|  |
| --- |
| **Post Applied for:**  |

|  |
| --- |
| **Date of Birth:**  |

|  |
| --- |
| **Gender:** (please tick one) |
| [ ]  Female | [ ]  Male | [ ]  I do not wish to disclose |

|  |
| --- |
| **Marital Status:** (please tick one) |
| [ ]  Civil partnership  | [ ]  Divorced  | [ ]  Legally separated |
| [ ]  Single  | [ ]  Widowed  | [ ]  I do not wish to disclose |

*Continued on next page*

|  |
| --- |
| **Ethnic Origin:** (please tick one) |
| **White** |
| [ ]  British  | [ ]  Irish  | [ ]  Other White background |
| **Mixed** |  |  |
| [ ]  White and Black Caribbean | [ ]  White and Black African | [ ]  White and Asian |
| [ ]  Other Mixed background |  |
| **Asian or Asian British Indian** |  |
| [ ]  Pakistani | [ ]  Bangladeshi | [ ]  Other Asian background |
| **Black or Black British**  |  |  |
| [ ]  Caribbean | [ ]  African | [ ]  Other Black groups |
| **Chinese or Other ethnic group** |  |
| [ ]  Chinese | [ ]  Other ethnic group |  |
| [ ]  **I do not wish to disclose** |  |

|  |
| --- |
| **Sexual Orientation:** (please tick one) |
| [ ]  Bisexual  | [ ]  Gay  | [ ]  Heterosexual |
| [ ]  Lesbian  | [ ]  I do not wish to disclose  |  |

|  |
| --- |
| **Religion or Belief:** (please tick one) |
| [ ]  Atheism | [ ]  Buddhism | [ ]  Christianity |
| [ ]  Hinduism | [ ]  Islam | [ ]  Jainism |
| [ ]  Sikhism | [ ]  Other | [ ]  I do not wish to disclose |

|  |
| --- |
| **Disability:** |
| The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia.  |
| **Do you consider yourself to have a disability?** |
| [ ]  Yes | [ ]  Other | [ ]  I do not wish to disclose |