

**APPLICATION FOR EMPLOYMENT**

This Microsoft Word form may be completed electronically or printed and completed manually.

Completed forms should be sent to:

Amy Routley, Director of Operations

Perennial – Gardener’s Royal Benevolent Society,

115-117 Kingston Road, Leatherhead,

Surrey KT22 7SU or emailed to: [aroutley@perennial.org.uk](mailto:aroutley@perennial.org.uk)

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

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| **DETAILS OF VACANCY** | |
| Post applied for: | Click or tap here to enter text. |
| Closing date: | Click or tap here to enter text. |
| Date of receipt of application: (for office use only) | Click or tap here to enter text. |

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| **PERSONAL DETAILS** | | |
| Surname: Click or tap here to enter text. | | Forename(s): Click or tap here to enter text. |
| Preferred Title: | | Click or tap here to enter text. |
| Home Address (including post code): Click or tap here to enter text. | | |
| Home Telephone: Click or tap here to enter text.  (Please include the code) | Do you hold a full current driving licence? Yes  No | |
| Mobile Telephone: Click or tap here to enter text. | Do you have your own vehicle? Yes  No | |
| Office Telephone: Click or tap here to enter text.  (Please tick if discretion required) | Do you have any current endorsements? Yes  No  (If yes, please provide details): | |
| Email address: Click or tap here to enter text. | 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.* | | |

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| **REHABILITATION OF OFFENDERS** |
| Do you have any unspent criminal convictions as defined in the Rehabilitation of Offenders Act 1974? Yes / No  If yes please provide details: |
| 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 to 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. |

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| Are you already registered on an online DBS checking service? Yes/No  If you are, please provide your registration number below so that we can check your DBS status, which we will only do if your application is successful:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are not already registered, please be aware that we will be requesting a DBS check if you are successful with your application for this position. With this in mind, please be sure to answer the Rehabilitation of Offenders section carefully and accurately as any discrepancies may result in the termination of your employment.  If you are not registered with the DBS checking service, we may allow you to start your employment before your DBS is received and cleared by our HR department, but your duties will be limited during this time. |

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

| **PREVIOUS EMPLOYMENT** | | | |
| --- | --- | --- | --- |
| **Employer Name** | **Post Held and Main Duties** | **Dates Employed** | **Reason for Leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **SECONDARY AND HIGHER EDUCATION/QUALIFICATIONS** | | |
| --- | --- | --- |
| **Dates** | **School, College or University Attended** | **Qualification** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **TRAINING COURSES** | |
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| **Dates** | **Course Attended** |
| Click or tap here to enter text. | Click or tap here to enter text. |

| **PROFESSIONAL MEMBERSHIP(S)** |
| --- |
| Please give details of professional memberships: Click or tap here to enter text. |

| **VOLUNTARY ACTIVITIES AND INTERESTS** |
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| Please give details of any activities or interests that you do not mention elsewhere:  Click or tap here to enter text. |

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| **SUPPORTING STATEMENTS/REASONS FOR THIS APPLICATION** |
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| 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**. |
| Click or tap here to enter text. |

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| **How did you hear about this post?** |
| Click or tap here to enter text. |

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| **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)**:** Click or tap here to enter text. |

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| **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 2018 and the GDPR Legislation, 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: Click or tap here to enter text.  Date: Click or tap to enter a date. |

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

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| **Post applied for:** Click or tap here to enter text. |

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| **YOUR DETAILS** | |
| Surname: Click or tap here to enter text. | Forename(s): Click or tap here to enter text. |
| If applicable, please provide details of any previous name that your referees may know you by:  Click or tap here to enter text. | |

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| **REFEREE 1** |
| Full Name: Click or tap here to enter text. |
| Occupation/Position: Click or tap here to enter text. |
| Address: Click or tap here to enter text. |
| Telephone Number: Click or tap here to enter text. |
| Email Address: |
| Relationship: Click or tap here to enter text.  (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 |

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| **REFEREE 2** |
| Full Name: Click or tap here to enter text. |
| Occupation/Position: Click or tap here to enter text. |
| Address: Click or tap here to enter text. |
| Telephone Number: Click or tap here to enter text. |
| Email address: |
| Relationship: Click or tap here to enter text.  (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.

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| **Post Applied for:** Click or tap here to enter text. |

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| **Date of Birth:** Click or tap here to enter text. |

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

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

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| **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** | |  |

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

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

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| **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 | No | I do not wish to disclose |