109 New Church Road Hove BN3 4BD Telephone 01273 227000 Email: hove@pumpkinpatchnursery.com

37 Preston Drove, Brighton, BN1 6LA Telephone 01273 554484 Email: brighton@pumpkinpatchnursery.com

21 St Botolphs Road, Worthing, BN11 4JS Telephone 01903 236643 Email: Worthing@pumpkinpatchnursery.com

Wish Park, Saxon Road, Hove, BN3 4LF Telephone: 01273 227000 Email: park@pumpkinpatchnursery.com

JOB Application Form

Position Applied for:

Location:

Date of Application:

When would you be able to start/hours of availability?:

Where did you hear about this vacancy:

**Personal Details:**

Surname/Family Name:

First Name (s):

Previous Surname (s):

Known as:

Current Address:

Contact Telephone numbers:

Home:

Mobile:

National Insurance Number:

Email Address:

Are you happy that we send work-related emails to your personal email address? YES / NO

**Education and Training**

Please give details of any academic and vocational qualifications you have undertaken as well as relevant training. Including secondary, further and higher education. Continue on separate sheet of paper if required. Please be prepared to bring original certificates to interview.

**Qualification gained / pending**

**Grade/Level**

**Establishment school / college / university**

**Date achieved**

**Awarding body**

**Employment History**

Please give details of all your previous employment. This should include paid and unpaid employment, work experience and placements. Exact dates of employment must be given. If different posts with the same employer include them separately.

Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary. Please start with your present employer. If you are not currently in employment please leave blank

**Present Employment**

Job Title:

Employers Name:

Employers Address:

Postcode:

Date started:

Telephone No:

Notice Period if applicable:

May we contact on this number?

Yes / No (d*elete as appropriate)*

**Previous Employment**

**Employer**

**Job Role**

**Main tasks / responsibilities**

**Reason for Leaving**

**Employment start and end dates**

**Personal Statement**

Please study the enclosed Person Specification. You should give examples that demonstrate you meet each of the required criteria listing the skills you have relevant to the job. Continue on a separate sheet if necessary.

**References**

Please provide details of two referees that are willing to be contacted. One referee must be your current employer or, if you are currently not working should be your last employer. For students, one referee should be from your college. References will not be accepted from relatives, or people you only know as friends. References are usually taken up before interview. Please indicate if this is acceptable.

A job will not be offered until references have been obtained.

**REFEREE DETAILS (1)**

**REFEREE DETAILS (2)**

Name:

Job Title:

Company:

Address:

Postcode:

Email Address:

Telephone Number:

Relationship to self:

Are you happy for us to request this reference immediately:

YES / NO

YES / NO

**Criminal convictions and cautions**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales.) For this position you are not entitled to withhold information about police cautions and convictions that have been made against you. Including any that would otherwise be considered ‘spent’ under the Act.

Appointment to this post is subject to a DBS (disclosure and barring services) Check at the appropriate level.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning? (You do not need to include minor driving offences)

**YES/NO** \*Delete as appropriate

If YES, please provide details on a separate sheet of paper in a sealed envelope attached to this form marked ‘confidential’. Information required would include date, court and nature of offence.

Do you need a work permit to work in the UK? **YES / NO**

If no NI number is available, do you have evidence of your entitlement to live and work in the UK? **YES / NO / N/A**

**Declaration**

The information that you provide will be handled and processed in accordance with the Data

Protection Act 1998. It may be used by the employer for business purposes including the prevention and detection of fraud as well as for HR purposes and administration. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person.

**I understand that any false, inaccurate or incomplete information made in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.**

**I declare that all information given as part of my application is true.**

**Please sign:**

**Date: / /**