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| Personal information (confidential)  **Applications are considered on the completion of this application form which must be submitted prior to the closing date for the job being advertised. Late applications cannot be considered.**  Please complete in **black** ink or type and return to [jobs@chelseaphysicgarden.co.uk](mailto:jobs@chelseaphysicgarden.co.uk) or the address to the right before the published closing date for the vacancy you are applying for.  *Because of the high volume of applications received for vacancies, unfortunately we do not have the resources to give feedback to unsuccessful candidates at application stage.* | A London Living Wage Employer  Chelsea Physic Garden  66 Royal Hospital Road,  London  SW3 4HS  Tel: (0207) 349 6454  Website:[www.chelseaphysicgarden.co.uk](http://www.chelseaphysicgarden.co.uk) |
| |  | | --- | | **APPLICATION FOR THE POSITION OF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |   **PERSONAL DETAILS**   |  |  | | --- | --- | | **First Name(s):** |  | | **Surname:** |  | | **First Line of**  **Address:** |  | | **Second Line of**  **Address:** |  | | **City:** |  | | **Postcode:** |  | | **E-mail:** |  | | **🕿 Home:** |  | | **🕿 Mobile:** |  | | \* Please indicate your preferred method of contact:- | | | |

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| **SET OUT HOW YOU MEET THE CRITERIA DETAILED IN THE JOB DESCRIPTION PROVIDED:**  Please provide specific examples of your knowledge, your skills and your experience to support your application. (Maximum 1000 words)  We will use these to assess your application against the Job description**.** |
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| **Please give details of all employment for the last ten years (or shorter period if you have not worked that long) – commence with most recent employer first (please use separate sheet if required)** | | | |
| Name & address of present or more recent employer | Dates From/To | Job Title | Reason for leaving |
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|  | **EDUCATION, TECHNICAL AND PROFESSIONAL QUALIFICATIONS**  **Please detail your education, technical and any professional qualifications pertinent to the role:** | |
| **Qualification or Certificate Achieved** | | **Dates Received** |
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| **Please summarise any additional skills you feel you have that are relevant to this role:** |
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| **Computer literacy**: please detail the software packages that you are experienced in using and the level of competency you have for each one. |
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| **Other Information** |
| How/where did you learn of this vacancy? |
| If you were offered this role – what is the notice period for your current job/how soon would you be available to start? |
| Have you made an application to this organisation before?  If yes, please give details: |
| Are you currently eligible for employment in the UK?  *Please provide details of what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.*  *NB: Should you be short listed you will be asked to bring this documentation with you to the interview. Any offer of employment will be subject to successful verification of your right to work in the UK.* |
| **PERSONAL INFORMATION (CONFIDENTIAL)** |
| Have you ever been convicted of a criminal offence? |
| If yes, please give details.  (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974) |

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| **REFEREES** | | |  | |
| Please list the names and addresses of two persons from whom we may obtain work experience references. We reserve the right to contact past employers. | | | | |
| Referee 1 May we contact this referee in advance of interview?  Y/N | | **Referee 2**  May we contact this referee in advance of interview?  Y/N | | |
| Name & Job Title |  | Name & Job Title | |  |
| Company  Address |  | Company  Address | |  |
| Tel No: |  | Tel No: | |  |
| Email: |  | Email: | |  |

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| **DATA PROTECTION NOTIFICATION**  **(Please read this carefully before signing this application)** |
| The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.  AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal date in accordance with the Data Protection Act 1998.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.  I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed, by the organisation, as satisfactory.  I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents form the list below:-   * A UK passport * An EU passport or national identity card * A UK residence permit issued by the Home Office * An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment   **Or** two from the following:-   * An official documents bearing a national insurance number along with:-   - A birth certificate, or  - A letter form the Home Office, or  - An immigration status document   * A work permit, along with:-   - A passport, or  - A letter from the Home Office.  In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |