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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):** |  | **Preferred Pronoun (optional)** | | **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 role profile**.** |
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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 connected in any way to anyone that already works at the Garden?  If yes, please give details of the nature of your connection to them: |
| Are you currently eligible for employment in the UK?  Yes No  *At the end of this application is a list of the documentation you would need to provide if you are shortlisted for interview.*  **IMPORTANT**  Under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006, all applicants must provide employers with evidence of their right to work in the UK. |
| **PERSONAL INFORMATION (CONFIDENTIAL)** |
| Do you have any unspent criminal or driving convictions? If so please state relevant information below.  *Please note any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.*  *All cases will be examined on an individual basis and will take the following into consideration:*    *• Whether the conviction is relevant to the position applied for.*  *• The seriousness of any offence revealed.*  *• Your age at the time of the offence(s).*  *• The length of time since the offence(s) occurred.*  *• Whether the applicant has a pattern of offending behaviour.*  *• The circumstances surrounding the offence(s), and the explanation(s) provided.*  *• Whether your circumstances have changed since the offending behaviour.* |
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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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| **Right to Work documentation** |
| **Section 1** (one document from this section only)   * A passport showing that you are a British citizen, or have a right to live in the United Kingdom. * A national passport or national identity card, showing that you are a national of a European Economic Area country, or Switzerland. * A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland. * A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as a family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom. * A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay. * A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work you are applying for if you do not have a work permit. * An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.   **Section 2** (only applies if you have no evidence of a document from Section 1)  **First Combination**   * A document, giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.   **AND:**   * A full birth certificate issued in the United Kingdom, which includes the names of your parents; OR * A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR * A certificate of registration or naturalisation stating that you are a British citizen; OR * A letter issued by the Home Office which states your personal details and indicates that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR * An Immigration Status Document issued by the Home Office which states your personal details endorsing that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR * A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for; OR * An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for. **OR** (only applies if you have no evidence of a document from section 1)   **Second combination**   * A work permit or other approval to take employment that has been issued to you by Work Permits UK.   **AND:**   * A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment applied for; OR * A letter issued by the Home Office to you confirming that you are able to stay in the United Kingdom and can take the work permit employment applied for. |