Application Form for External Applicants

*Please note: Garden Organic will not accept any job applications without a completed Application Form. You are welcome to attach your CV in addition, to provide us with your education and job history. If you attach your CV, you do not have to complete the Education and Employment History sections of this form.*

*All other sections however, must be completed and signed. Thank you.*

Personal information (confidential)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for Employment** | | | | | | | | | |
| Ref | | | | | | | | | |
| Return this form to: [HR@gardenorganic.org.uk](mailto:HR@gardenorganic.org.uk) | | | | | | | | | |
| Position applied for: Finance Assistant | | | | | | | | | |
| **How did you hear about this vacancy?** | | | | | | | | | |
| **Personal details** | | | | | | | | | |
| Title: |  | | | | | | | | |
| Name: |  | | | | | | | | |
| Address: | | | | | | | | | |
| Email: |  | | | | | | | | |
| Telephone (landline): |  | | | | | | | | |
| Telephone (mobile): |  | | | | | | | | |
| Mobile: |  | | | | | | | | |
| National Insurance No: |  | | | | | | | | |
| Do you hold a current driving licence? | | | | Yes | |  | | No |  |
| Groups: | | | | | | | | | |
| Expiry date: | | | | | | | | | |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes | |  | | No |  |
| If no, please provide details. | | | | | | | | | |
| **Please note that all Garden Organic employees must be eligible to work in the UK and you will be required to provide evidence. This role may also be subject to other employment checks, such as a DBS check** | | | | | | | | | |
| **Preferred working arrangement (please tick)** | | | | | | | | | |
| Full Time | | Part Time | | | Job Share | | | | |
| If you have ticked part time or job share, please give details below of your preferred working hours | | | | | | | | | |
|  | | | | | | | | | |
| **Education (please attach your CV to provide this information if you prefer)** | | | | | | | | | |
| Please provide your education history here: | | | | | | | | | |
| Schools/Colleges/University Qualification gained  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **Employment history (please attach your CV to provide this information if you prefer)** | | | | | | | | | |
| Name and address of employer(s) | | Job title and main duties/achievements | | | | | Dates of Employment & reason for leaving | | |
|  | |  | | | | |  | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | | |
|  | | | | | | | | | |
| **References** | | | | | | | | | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain references. At least one these need to be a professional reference. It is possible that an application will not be considered without this information. | | | | | | | | | |
| Name: | | | Name: | | | | | | |
| Company name: | | | Company name: | | | | | | |
| Email: | | | Email: | | | | | | |
| Address: | | | Address: | | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | | |
| **Personal development** | | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | | | | | | | | | |
|  | | | | | | | | | |
| **Supporting Statement** | | | | | | | | | |
| Please tell us why you would like to work for Garden Organic, and why you think you would be an ideal candidate for this position | | | | | | | | | |
|  | | | | | | | | | |
| **Data protection statement** | | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. | | | | | | | | | |
| **Declaration** | | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). | | | | | | | | | |
| **Signed: Dated:** | | | | | | | | | |  | Date: |
|  | | |  | | | | | | |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. | | | | | | | | | |