

## *Application for employment*

*All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.*

Position applied for:

If you obtained this position, would you continue in any other employment?

Yes/No

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?

### Personal details

Title: Forename(s):

Surname:

Home address:

Postcode:

Home telephone:

Mobile telephone:

Email address:

### Education and training

School, college, etc

Dates

Qualifications

**Previous employment**

Name & address of employer	Dates	Job title & duties	Reason for leaving

**Previous relevant experience**

**Hobbies & interests**

**Driving licence, etc.**

Current driving licence? Yes/No. If yes, type of licence

Any current endorsements? Yes/No. If yes, please give details

Any motoring prosecutions pending? Yes/No. If yes, please give details

**Please list all absences from work in the past 12 months and the reasons for such absences.**

**List any criminal convictions other than “spent” convictions. If none, state “none”.**

The information provided will be confidential and will be considered only in relation to this application.

**References**

Character reference:

Work reference:

Post code:

Post code:

Telephone:

Telephone:

Please detail any further information you wish to put forward in support of your application.

## Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date:

Please send completed form to the address on the front of this application form or email to [stella@highfieldgardenworld.co.uk](mailto:stella@highfieldgardenworld.co.uk). If you have not received an invitation to attend an interview within 1 month of the date of your application please consider you have been unsuccessful on this occasion.