

# Application for employment



# HASKINS

for garden pleasure

## Position applied for

**Location**    Ferndown    Roundstone    Snowhill    West End    Head Office

## Your details

**Title**

**Email address**

**First name**

**Contact telephone number**

Middle name

**Address**

**Surname**

Known as

Post code

## Statutory requirements

To ensure statutory requirements relating to young workers are met please answer the following question.

**If YES please enter your date of birth (dd/mm/yyyy)**

**Are you under 18?**    Yes    No

## Right to work in the UK (Asylum and Immigration Act 1996)

**I can provide confirmation that I am legally entitled to work in the UK**

Yes    No

You'll need to produce original documents to prove your eligibility at the interview/assessment stage.

**If you ticked Yes to having special requirements please give details:**

**Do you have any special requirements we should know about if you're invited to an interview/assessment?**

Yes    No

## Employment history for the last five years (Please start with current or most recent)

<b>Employers name</b>	<b>Main duties / responsibilities</b>
<b>Address</b>	
Post code	<b>Reason for leaving</b>
<b>Employed</b> From:	
To:	
<b>Position held</b>	

<b>Employers name</b>	<b>Main duties / responsibilities</b>
<b>Address</b>	
Post code	<b>Reason for leaving</b>
<b>Employed</b> From:	
To:	
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<b>Employers name</b>	<b>Main duties / responsibilities</b>
<b>Address</b>	
Post code	<b>Reason for leaving</b>
<b>Employed</b> From:	
To:	
<b>Position held</b>	

*If you need to submit further employment history information please supply on a separate sheet.*

## Education

Please give details of the School / College / University attended and grades / qualifications achieved.

Name and address	Dates attended	Grades / qualifications achieved

Please give details of any technical or professional qualifications, plus dates awarded.

Qualification achieved	Date awarded

Please give details of any further training courses attended that are relevant to your application.

Course attended	Date awarded

## You and your application

Please tell us why you have applied for this job and why you think you are the most suitable candidate. (max 250 words)

Please tell us about your hobbies / interests.

## References

Any offer of employment is subject to receipt of two satisfactory references. Please give details below of your referees, at least one of which should be your current or most recent employer. If you do not have any previous employment, please provide at least one academic reference.

Name and address	Type of reference
	<input type="checkbox"/> Employment <input type="checkbox"/> Academic <input type="checkbox"/> Personal
	<input type="checkbox"/> Employment <input type="checkbox"/> Academic <input type="checkbox"/> Personal

Please note: Referees will not be contacted unless we offer you a job.

## Rehabilitation of offenders

<p><b>Have you been convicted of a criminal offence which IS NOT spent under the Rehabilitation of Offenders Act 1974?</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p><b>If Yes please provide details</b></p>          

## Applicants declaration

**By ticking this box you are agreeing to the following terms:**

I declare that to the best of my knowledge and belief the information contained in this application is correct.

I accept that providing deliberately false or misleading information may result in my dismissal.

I consent to this information being held on file and treated as part of any subsequent contract of employment.

<b>Name</b>
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<b>Date</b>
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# Equality & diversity monitoring



**HASKINS**  
for garden pleasure

Haskins Garden Centres wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The Company needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources department.

<b>Gender</b>
<input type="checkbox"/> Male
<input type="checkbox"/> Female
<input type="checkbox"/> Prefer not to say

<b>Age</b>	<input type="checkbox"/> 16-24	<input type="checkbox"/> 35-49	<input type="checkbox"/> 50-54	
	<input type="checkbox"/> 25-29	<input type="checkbox"/> 40-44	<input type="checkbox"/> 55-59	<input type="checkbox"/> 65+
	<input type="checkbox"/> 30-34	<input type="checkbox"/> 45-49	<input type="checkbox"/> 60-64	<input type="checkbox"/> Prefer not to say

## What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

<b>White</b>
<input type="checkbox"/> English
<input type="checkbox"/> Welsh
<input type="checkbox"/> Scottish
<input type="checkbox"/> Northern Irish
<input type="checkbox"/> Irish
<input type="checkbox"/> British
<input type="checkbox"/> Gypsy or Irish Traveller
<input type="checkbox"/> Prefer not to say
Any other white background, please write in:

<b>Mixed / multiple ethnic groups</b>
<input type="checkbox"/> White and Black Caribbean
<input type="checkbox"/> White and Black African
<input type="checkbox"/> White and Asian
<input type="checkbox"/> Prefer not to say
Any other mixed background, please write in:

<b>Asian /Asian British</b>
<input type="checkbox"/> Indian
<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese
<input type="checkbox"/> Prefer not to say
Any other Asian background, please write in:

<b>Black / African / Caribbean / Black British</b>
<input type="checkbox"/> African
<input type="checkbox"/> Caribbean
<input type="checkbox"/> Prefer not to say
Any other Black / African / Caribbean background, please write in:

<b>Other ethnic group</b>
<input type="checkbox"/> Arab
<input type="checkbox"/> Prefer not to say
Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes     No     Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?  
Please write in here:

*The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.*

**What is your sexual orientation?**

Heterosexual     Gay woman/lesbian     Bisexual     Prefer not to say  
 Gay man

If other, please write in:

**What is your religion or belief?**

No religion or belief     Christian     Jewish     Sikh  
 Buddhist     Hindu     Muslim     Prefer not to say

If other religion or belief, please write in:

**What is your current working pattern?**

Full-time     Part-time     Prefer not to say

**What is your preferred flexible working arrangement?**

None     Job-share  
 Flexi-time     Flexible shifts  
 Staggered hours     Compressed hours  
 Term-time hours     Homeworking  
 Annualised hours     Prefer not to say

**Do you have caring responsibilities?**

If yes, please tick all that apply.

None     Primary carer of disabled child/children     Primary carer of older person     Prefer not to say  
 Primary carer of a child/children (under 18)     Primary carer of disabled adult (18 and over)     Secondary carer (another person carries out the main caring role)