



APPLICATION FOR EMPLOYMENT

Applications are invited from people from all sections of the community, irrespective of their marital status, sexuality, disability, race, colour, nationality, ethnic, national origins, or religion, who have the necessary attributes to carry out the job.

POST APPLIED FOR:

WHERE DID YOU HEAR ABOUT THIS POSITION?.....

DO YOU HAVE A FULL DRIVING LICENCE? Yes No

If yes, does it have any endorsements, i.e. points? Yes No

PERSONAL DETAILS:

Mr/Mrs/Ms/Miss	Surname:	Forename(s):	Known as:
Marital Status:		Single/Married/Divorced:	
Previous Surname:		Date of birth:	

CURRENT ADDRESS:	PREVIOUS ADDRESS: (<i>if at present address less than 3yrs</i>)	
Postcode	Postcode	
Telephone No: (<i>Home</i>)	Work No:	Mobile No:

SECONDARY/FURTHER EDUCATION

From (month/yr)	To (month/yr)	Schools/Colleges attended	Examinations passed (give dates)	Grade awarded



UNIVERSITY/COLLEGE EDUCATION AND PROFESSIONAL/VOCATIONAL QUALIFICATIONS

(Most recent first please)

From (month/yr)	To (month/yr)	Schools/Colleges attended	Examinations passed (give dates)	Grade awarded

WORK HISTORY (including vacation, part-time and voluntary work)

Name and address of employer	From (month/yr)	To (month/yr)	Position held	Salary	Main reason for leaving/wishing to leave

Add any other relevant information on additional sheets please.



LEISURE INTERESTS AND ACTIVITIES:

What do you do in your spare time? Please highlight any positions of responsibility held and describe any skills you have developed which would be relevant to your application.

Please indicate your reasons for applying for the post. You are also invited here to give any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, membership of voluntary organisations etc.



REFERENCES:

Please give the names and addresses of two referees. If you have recently been in full time education, one of these should be academic. A reference will not be requested from your current employer without your prior agreement.

1.	2.
Tel. Number	Tel. Number
Occupation:	Occupation:

DECLARATION:

1. I confirm that the information given is true and accurate and I understand that if it is subsequently found to be false or any information deemed to be misleading or any deliberate omissions made, this will be regarded as grounds for disciplinary action and **Ivy League Nursery Ltd** may terminate my employment.
2. I give permission for **Ivy League Nursery Ltd** to make relevant enquiries about me to ensure that I am fit for such a position.
3. I acknowledge that an appointment if offered will be subject to satisfactory medical clearance. Currently I am in good health;
4. I declare that I have not been convicted of any criminal offence spent or otherwise (the post is exempt from the Rehabilitation of Offenders Act 1974);

Signature Date.....

FOR PERSONNEL / SHORTLISTING COMMITTEE USE ONLY

Short listing Date:

Shortlisted Y/N

Panel members:

Date of interview:

Comments: