

JOB APPLICATION FORM



Please complete and return to:

Jon Rose
Botanica
Chantry Farm
Campsea Ashe
Woodbridge
Suffolk
IP13 0PZ

Personal Details

Name: _____

Address: _____

Telephone: Home: _____ Mobile: _____

Email address: _____

Which Position are you applying for? _____

Present Employment (if not currently working, give details of last employer)

Name of Employer: _____

Address: _____

Telephone Number: _____

Job Title: _____

Date started: _____ Date left: _____

Reason for leaving / seeking new employment: _____

Salary: _____ May we contact employer? Yes / No

Previous Employment

Start with the most recent employer. Continue on another sheet if necessary.

Dates Started & Left	Employer Name, Address & Phone Number	Job Title	Reason for Leaving	Final Salary

Education, qualifications & Memberships

Secondary School:	Qualifications:
College / University:	Qualifications:
Professional Associations:	Qualifications:
Other:	Qualifications:

If there is time not accounted for above (e.g. unemployment), please give details.____

References

Please give details of 2 referees who we may ask about your suitability for the post. Referees must not be related. If you are a school / college leaver, please give details of head teacher / tutor.

Name of referee:	Name of referee:
Name & Address of Organisation:	Name & Address of Organisation:
Tel. No:	Tel. No:
Email:	Email:
Capacity in which known to you:	Capacity in which known to you:

Criminal Convictions (Rehabilitation of Offenders Act) you are not required to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under that Act.

Have you ever been convicted of any offence by any Court or received a formal Police Caution? If yes, please give full details: No / Yes _____

Additional Information: If you wish to tell us anything else about yourself to promote your application, please give details: _____

Health Declaration

Please answer the following questions. We want to ensure your suitability for any post that might be offered to you. If the answer is yes to any question, please give full details.

	Yes / No	Details
Have you ever needed to give up work or been dismissed for health reasons?		
Do you have, or have you suffered from any recurring medical conditions?		
Do you suffer from dyslexia or colour blindness?		
Do you take any medicine prescribed by a doctor?		
Would you have any difficulty in carrying out any of the following: Lifting, carrying, handling, reaching, anything involving manual dexterity (e.g. pruning)		
Are you allergic or sensitive to any chemicals, materials or plants?		

I certify that the information I have provided is true and accurate. I have not omitted any facts that may have a bearing on my application. I understand that any subsequent contract of employment with Botanica will be on the basis of the information I have provided. I understand that any false declaration may render me liable to dismissal without notice.

Signature: _____ Date: _____

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