



**Personal information (confidential)**

*Note to prospective trainees.*

In addition to **FULLY** completing the form below please send your CV with this document.

Please complete in **black** ink or type and return to [headgardener@chelseaphysicgarden.co.uk](mailto:headgardener@chelseaphysicgarden.co.uk) or the address to the right by **10.3.16**

**Chelsea Physic Garden**

66 Royal Hospital Road,  
London  
SW3 4HS

Tel: (0207) 349 6454

[headgardener@chelseaphysicgarden.co.uk](mailto:headgardener@chelseaphysicgarden.co.uk)

[www.chelseaphysicgarden.co.uk](http://www.chelseaphysicgarden.co.uk)

**Interview date: Friday 18<sup>th</sup> March**

**APPLICATION FOR Gardener/Volunteer Manager**

|   |                                 |
|---|---------------------------------|
| Surname:  | First Names:                    |
| Address:  | ☎ Home:<br>☎ Work:<br>☎ Mobile: |
| Current Driving Licence: YES/NO Details of Current Endorsements |                                 |



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**HOW DO YOU MEET THE CRITERIA OF THE: GARDENER/VOLUNTEER MANAGER**

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KNOWLEDGE

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EXPERIENCE

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KEY SKILLS

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PERSONAL  
ATTRIBUTES



**EMPLOYMENT HISTORY (please complete in FULL)**

Please give details of all employment – commence with most recent employer first (please use separate sheet if required)

| Name & address of present or more recent employer | Dates From/To | Job Title | Salary & benefits | Reason for leaving |
|---|---------------|-----------|-------------------|--------------------|
|   |               |           |                   |                    |
|   |               |           |                   |                    |

**EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS**



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School, College/University,  
Other Training

Dates

Qualifications

**Personal development**

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**Other Skills**

Computer literacy (please specify software and level of competence).

**Other Information**

How/where did you learn of this vacancy?



Have you made an application to this organisation before?  
If yes, please give details:

Are you currently eligible for employment in the UK?

*Please state what documentation you can provide to demonstrate this, eg British passport/Euro-  
pean Economic Area identity card/full birth certificate/passport or travel document showing an au-  
thorisation to reside and work in the UK.*

*NB: Should you be short listed you will be asked to bring this documentation with you to the inter-  
view.. Any offer of employment will be subject to successful verification of your right to work in the  
UK.*

#### **PERSONAL INFORMATION (CONFIDENTIAL)**

Have you ever been convicted of a criminal offence?

If yes, please give details.

(Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974)



**HEALTH DETAILS**

Do you have a mental or physical disability?  
 If YES, please give details.

What adjustments may need to be made to the working environment to accommodate your disability?

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**REFEREES**

Please list the names and addresses of two persons from whom we may obtain work experience references. We reserve the right to contact past employers.

| <b>Referee 1</b> |  | <b>Referee 2</b> |  |
|------------------|--|------------------|--|
| name             |  | name             |  |
| Address          |  | Address          |  |
| Tel No:          |  | Tel No:          |  |
| Email:           |  | Email:           |  |



**DATA PROTECTION NOTIFICATION**  
**(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed, by the organisation, as satisfactory.

I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signed \_\_\_\_\_ Date \_\_\_\_\_



I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

- A UK passport
- An EU passport or national identity card
- A UK residence permit issued by the Home Office
- An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

**Or** two from the following:-

- An official documents bearing a national insurance number along with:-
  - A birth certificate, or
  - A letter from the Home Office, or
  - An immigration status document
- A work permit, along with:-
  - A passport, or
  - A letter from the Home Office.

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

Signed \_\_\_\_\_ Date \_\_\_\_\_