

Form Number: HR/APP/001
Form Name: Application for Employment 2019
Form Created By: Ann Norman
Form Version: 1.0



Application for Employment

Vision – Cultivate communities and raise aspirations in a place of beauty.

Mission – Fearlessly inspiring and connecting people in an inclusive garden environment that creates learning opportunities and enriches lives.



Before you start please note additional sheets (other than those enclosed in this application) or CVs should not be submitted along with this application. Any additional sheets or CVs will be destroyed. If your application is successful you will be invited to attend an interview, following which a conditional offer may be made subject to necessary reference, eligibility and security checks.

This application may be photocopied, therefore please ensure that all sections are completed as legibly as possible and in black ink. This application is made up of ten sections over eight pages. Failure to complete the application form in full may affect your application.

If you require adjustments to be made to this application, or our application process under provisions of the Equality Act please contact a member of the HR team.

Pages one, two and three of this application will be removed before your application is assessed by recruiting managers.

The Alnwick Garden
Gardener's Cottage
Greenwell Road
Alnwick
Northumberland
NE66 1HB
T: 01665 511350
E: hr@alnwickgarden.com
W: www.alnwickgarden.com

Human Resources use only

Role applied for:		Applicant number:	
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Section One – Personal Details

Surname		Title	
Forename(s)			
Address			
Telephone number		Mobile number	
Email address			
Are you eligible to work in the UK?		Yes/no	
Do you hold a UK driving licence?		Yes/no	

Section Two – Declaration

I confirm that all of the information given is, to the best of my knowledge, true and accurate, and I understand that to make a false declaration could jeopardise my application or, if found to be false once employment has commenced, could lead to my dismissal.

Signature		Date	
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Return completed applications to:

HR Manager, The Alwick Garden, Gardener's Cottage, Greenwell Road, Alwick,
 Northumberland, NE66 1HB

Or

hr@alwickgarden.com

Please note

The Alwick Garden will hold your application securely; however, we can make no guarantee of privacy with email communication. We advise you don't email information which, if intercepted, would cause you distress.

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Section Three – References

<p>Please supply at least two people who will provide a reference. One reference must be your most recent employer. Academic referees are also acceptable. Referees may be contacted prior to interview unless you have asked us not to. Where you do not give us this permission, references will be requested after we make you a conditional offer.</p>			
Name		Name	
Company		Company	
Address		Address	
Telephone number		Telephone number	
Email address		Email address	
Relationship to you		Relationship to you	
May we contact them prior to an interview?	Yes	May we contact them prior to an interview?	Yes

Section Four – Convictions

Do you have any spent or unspent criminal convictions or offenses?	No
Do you hold a valid DBS certificate?	No
If yes, please provide details	

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Section Five – Vacancy Information

Position(s) applied for	
Are you looking for full or part time work	Full time/part time
Are you looking to work only weekends and holidays?	Yes/no
Are you looking for permanent or temporary work?	Permanent/temporary
Please list any dates or times that you are not available for work (i.e. college term times or holidays booked)	

How we will use your data

Your personal data will be stored securely by The Alnwick Garden. The Alnwick Garden and its processors* will use this information to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't. If your application is successful, your data will be held for the duration of your employment plus seven years. If you are unsuccessful following assessment for the position you have applied for, we will retain your details in our talent pool for a period of six months.

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the address on the cover of this document or email privacy@alnwickgarden.com. We want to make sure that your personal information is accurate and up to date, you may ask us to correct information you think is inaccurate. If you'd like us to restrict or stop processing your personal data at any time, please write to us at the address on the cover of this document or email privacy@alnwickgarden.com.

*A full list of data processors and further information about the use of your data can be found online at www.alnwickgarden.com/privacy or from The Alnwick Garden.

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Section Six – Employment History

Employer	Dates (from & to)	Positions held & description of duties	Reason for leaving

If you require further space, please continue in section ten - additional sheet

Section Seven – Education

School/college/university attended	Dates (from & to)	Qualification gained or course attended

If you require further space, please continue in section ten - additional sheet

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Section Eight – Additional Information

Please give details of any experience, skill or achievements you feel may be relevant in your application for employment

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If you require further space, please continue in section ten – additional sheet

Section Nine – Availability For Interview

Please provide details of any dates that you will not be available for interview.

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Section Ten – Additional Sheet

You may use this sheet to continue your response from any of the previous sections.
Please indicate each section clearly.

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