

Application for Employment

Please answer all of the following questions or mark as not applicable.



Belton & Ruskington
Garden Centres

1. Position applied for :

2. About yourself :

Mr / Mrs / Ms / Miss _____

First Name _____

Last Name _____

Address _____

Telephone No. _____

Mobile _____

3. Employment history :

Present or last employer : _____

Address _____

Date commenced employment _____

Date of leaving _____

Position held _____

Brief description of duties & responsibilities :

3a. Employment history continued :

Other employment

From	To	Employer	Position	Reason for leaving			

4. Education & training :

From	To	Place of study	Qualifications

6. Referees

Name
Address

Name
Address

The first referee must be your current employer, we will not approach either referee unless a provisional offer of employment has been made to you.

7. Employment of offenders

Do you have any previous cautions, reprimands, final warnings or convictions (including those normally regarded as spent)? If yes, please give details of offence(s) and, if applicable, sentence including dates:

YES	NO

8 Declaration

I declare that to the best of my knowledge, the information contained on this form is accurate. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. I give my consent to Ruskington Garden Centre processing my personal data (including sensitive personal data) for the purposes stated below.

I also confirm that I am not on the List 99 database, disqualified from work with children, or subject to sanctions imposed by a regulatory body.

Signed : _____

Date : _____

DATA PROTECTION ACT –Ruskington Garden Centre may use and process personal data or information regarding you (whether obtained from you on this form or otherwise, or from another person) for the purposes of processing your application for employment. If your application is successful, the Company may also process your personal data in connection with the administration of your employment. If your application is unsuccessful, the Company may retain your personal data for consideration in relation to future vacancies, unless you notify the Company that you do not want this to happen.

The Company may also process sensitive personal data (which includes information as to your physical or mental health or condition, your racial/ethnic origin, the commission or alleged commission of any offence by you, and any proceedings for an offence committed or alleged to have been committed by you (including the outcome or sentence in such proceedings) for the same purposes.