

EMPLOYMENT APPLICATION FORM



Thank you for choosing to apply for a position with us. The information provided on this form will help us to assess your suitability for employment with The Frosts Group of Companies. Please answer the questions fully and clearly. All the information you provide will be treated in the strictest confidence.

Personal Details	
Surname:	Mr/Mrs/Miss/Ms
Forename(s):	
Known as:	
Address:	
Postcode:	
Telephone Number:	Mobile Number:
Email Address:	
National Insurance Number:	

Do you own a car?	Yes / No	Do you hold a current driving license?	Full <input type="checkbox"/>	Provisional <input type="checkbox"/>
			No <input type="checkbox"/>	Other _____
Have you been convicted of any driving offences in the last 3 years?			Yes / No	
If yes, please give details:				
Have you been convicted of any criminal offences, which are not yet spent under rehabilitation (Offender Act 1974)?			Yes / No	
If yes, please give details:				
Have you ever been dismissed from employment?			Yes / No	
If yes, please give details:				

Job Details	
Position applied for:	
Centre / Department:	
How did you learn of this vacancy?	
On what date would you be available to start work?	

Hours of Work							
Are you seeking full-time, part-time or weekend only employment?				Full-time / Part-time / Weekends			
We are a 7 day week operation. Are you willing to work weekends and Bank Holidays?				Yes / No			
Please state the days / times when you will be available to work:							
	SUN	MON	TUE	WED	THU	FRI	SAT
Earliest time available							
Latest time available							
Total hours available to work each week:							

Employment History

Please complete details of your employment history since leaving full time education. If necessary please continue on a separate piece of paper.

Current / most recent employer

Employer name:	Start date	Leave date:
Employer address:		
Postcode:		
Position held:		
Brief description of duties / responsibilities held:		
Salary and benefits:	Reason for leaving:	

Previous Employment

Employer name:	Start date	Leave date:
Employer address:		
Postcode:		
Position held:		
Brief description of duties / responsibilities held:		
Salary and benefits:	Reason for leaving:	

Previous Employment

Employer name:	Start date	Leave date:
Employer address:		
Postcode:		
Position held:		
Brief description of duties / responsibilities held:		
Salary and benefits:	Reason for leaving:	

Previous Employment

Employer name:	Start date	Leave date:
Employer address:		
Postcode:		
Position held:		
Brief description of duties / responsibilities held:		
Salary and benefits:	Reason for leaving:	

Education History

Please complete details of your education history, starting with the most recent. If necessary please complete on a separate piece of paper.

School, College, University etc.	Examinations, Subjects and Results	Start date	End date

Other Relevant Training

Please provide us with details of any training courses you have attended that will help you in the position you have applied for (e.g. horticultural, fork lift, first aid, customer service, NVQ's etc.) If necessary please complete on a separate piece of paper.

Course attended	Qualification	Year of completion

Tell us about you

At Frosts our employees are our most important asset, tell us what will make you a positive and valuable addition to our team (if relevant, give examples from your personal life). If necessary, please continue on a separate sheet of paper.

What can you contribute to our company? What skills, qualities and experience do you have and how will you use these in this position?

What have you done in the past to personally provide a sensational customer experience?
(Garden Centre applicants only)

Do you have any further information that you think would support your application?

Your entitlement to work in the United Kingdom (UK)

As part of the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. All applicants will therefore be requested to produce appropriate documentation should you be invited to attend an interview.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation?	Yes / No
Do you require a work permit?	Yes / No
If yes, please give details:	

References

It is Company Policy to take references. Please give details of two people (not relatives) whom we may approach for references. At least one reference should be from a previous employer (where applicable). For students at least one reference must be from either your school or college.

Name:	Name:
Occupation:	Occupation:
Relationship:	Relationship:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
ALL APPOINTMENTS ARE MADE SUBJECT TO SATISFACTORY REFERENCES. WE RESERVE THE RIGHT TO CONTACT ANY PREVIOUS EMPLOYER TO SEEK REFERENCES ONCE A FORMAL OFFER OF EMPLOYMENT HAS BEEN ACCEPTED.	

If you consider yourself to be disabled, do you require any particular arrangements or reasonable adjustments to be made for an interview?	Yes / No
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Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1998, including any future amendments. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. **WARNING: Any person appointed to the Company having given false information will be liable to dismissal without notice.**

Signed: _____ Date: _____

Additional sheets of paper attached? (Please tick)

Please return your completed form to the relevant address below:

Frosts at Brampton	Frosts at Millets Farm	Frosts at Willington	Frosts at Woburn Sands
Buckden Road Brampton Huntingdon Cams PE28 4NF	Kingston Road Frilford Oxon OX13 5HB	Sandy Road Willington Bedford MK44 3PQ	Newport Road Woburn Sands Milton Keynes Bucks MK17 8UE
Tel: 01480 453048	Tel: 01865 391923	Tel: 01234 838777	Tel: 01908 583511