



Shipton Hill, Fulbrook, Burford, Oxfordshire. OX18 4BZ
Tel: 01993 822226
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Employment Application Form

THE INFORMATION SUPPLIED ON THIS FORM WILL BE TREATED IN CONFIDENCE

Please complete this form fully using black ink or type.

Applications received after specified closing dates will not normally be considered.

Position Applied For:

Section 1 - Personal Details

Last Name:

First
Name(s):

Address:

Post Code:

Home Telephone No:

Mobile Telephone No:

E-mail Address

National Insurance No:

Do you need a work permit for permanent employment in the UK?

Yes

No

Do you need a Workers Registration Scheme?

Yes

No

(Note: we will require proof of this before an offer of employment can be confirmed – e.g. Birth Certificate and/or any other appropriate documentation required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996)

Do you hold a full UK driving license?

Yes

No

If yes, do you have your own vehicle?

Yes

No

Have you previously been employed by this company?

Yes

No

If yes please give
details:

Section 2 - Present Employment *(if unemployed give details of last employer)*

Name of Employer:

Address:

Post Code:

Present Post:

Date of appointment:

Salary & Benefits:

Brief Description of
Duties:

Continue on a separate if necessary

Notice required:

or Last day of service:

Reason for leaving:

Section 3 - Previous Employment

Name of Employer (1):

Position held:

Dates From:

Dates To:

Summary of Duties:

Reason for leaving:

Name of Employer (2)

Position held:

Dates From:

Dates To:

Summary of Duties:

Reason for leaving:

Name of Employer (3):

Position held:

Date From:

Dates To:

Summary of Duties:

Reason for leaving:

Name of Employer (4):

Position held:

Date From:

Dates To:

Summary of Duties:

Reason for leaving

Name of Employer (5):

Position held:

Dates From:

Dates To:

Summary of Duties:

Reason for leaving:

Name of Employer (6):

Position held:

Dates From:

Dates To:

Summary of Duties:

Reason for leaving:

Section 4 - Education & Professional Qualifications

College or University

Course

Qualifications & Grades obtained

School

Subjects

Qualifications & Grades obtained

Professional / Technical / Management Qualifications

Course Details

Membership of any Professional / Technical Associations:
(please state level of membership)

Section 5 - Training & Development

*Please give details of any training and development courses or non-qualification courses which support your application.
Include any on the job training as well as formal courses.*

Title of Training Programme or Course

Duration of Course

Section 6 - Personal Statement

*Please use this section to explain in detail the relevant skills, knowledge and experience you could bring to the post.
(continue on a separate sheet if necessary)*

Section 7 - References

Please give the names and addresses of your two most recent employers. If you have not previously been employed then Head Teachers, Lecturers or other persons who are able to properly comment on your educational background and/or personal qualities are acceptable as referees. In each case please clearly outline who your referees are.

Name:	Names:
Position:	Position:
Company Name:	Company Name:
Address:	Address:
Post Code:	Post Code:
E-mail	E-mail

Section 8 - Health

Prior to formal appointment, applicants may be required to complete a confidential statement of medical history and may be required to undergo a medical examination.

Number of days sickness absence in last 2 years:

Please disclose any health issues that may affect your ability to do this job:

Section 9 - Declaration

Internal Applicant:

External Applicant:

Please state where you saw this post advertised:

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge and believe
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I understand that should my application be successful and it be discovered subsequently that the information has been falsified then disciplinary action may include dismissal from the post.

Signed:

Date:

Candidates selected for interview will normally be notified within four weeks of submission / the closing date.

Unfortunately, applicants who do not hear from Hickman Brothers Landscapes Ltd within this time must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

Hickman Brothers Landscapes Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

Section 10 - Returning this Form

Post marked Private & Confidential E-mail

Hickman Brothers Landscapes Ltd
Shipton Hill
Fulbrook
Burford
Oxfordshire
OX18 4BZ

E-mail

office@hickmanlandscapes.co.uk

Enquiries

Telephone: 01993 822226

Section 11 - Recruitment Appeals Procedure

If you consider that you have been discriminated against during recruitment because of your race, colour, sex, disability, age or sexual orientation then send full details, within 14 days of the alleged act being discovered, marked Private & Confidential to Tom Hickman. Please state the grounds on which it is considered that the discrimination has occurred.

Hickman Brothers Landscapes Ltd are committed to the development of positive policies to promote equal opportunities in employment for all people, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, marital status, age or sexual orientation. The commitment will apply to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of services.

One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against and responsibilities also lie with all employees involved in recruitment, selection, promotion and transfer of our employees.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are asked to complete the section below.

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the HR department purely for monitoring purposes.

Sex Male Female

Date of Birth

Ethnic Origin *(please tick as appropriate)*

White	British	Black	Caribbean	Other	Chinese
	Irish		African		Other*
	Other*		Other*		
Black/Asian	Indian	Mixed	White & Black African		
	Pakistani		White & Black Caribbean		
	Bangladeshi		Other*		
	Other*				

* Please Specify

Disability

Do you consider yourself disabled?

Yes

No

If yes please state the nature of disability:

Do you require help or assistance
with travel to attend an interview?

Yes

No

If yes please give details: