

# TATES OF SUSSEX GARDEN CENTRES

## APPLICATION FOR EMPLOYMENT

Paradise Park  
Avis Road  
Newhaven  
East Sussex  
BN9 0DH  
Tel: 01273 512123

South Downs Nurseries  
Brighton Road  
Hassocks  
West Sussex  
BN6 9LY  
Tel: 01273 845232

Mayberry Garden Centre  
7-17 Old Shoreham Road  
Portslade  
East Sussex  
BN41 1SP  
Tel: 01273 422747

Old Barn Nurseries  
Worthing Road  
Dial Post  
West Sussex  
RH13 8NU  
01403 710000

careers@tatesgardencentres.co.uk

Position Applied for:..... Garden Centre.....  
(Insert job name & hours available)  
 Full time  Part time  For attention of..... Date.....

**PERSONAL DETAILS:** - Please complete this section in **BLOCK CAPITALS**

Surname		First Name(s)	
Permanent address		Temporary address (If any, with dates)	
Home telephone No. Mobile telephone No. Email:		Home telephone No. Mobile telephone No. Email:	
Source of introduction (How did you find out about this position?)		Do you require a work permit?	National Insurance No.
Date of Birth (If under school leaving age)	Do you have a Driving Licence? Yes / No	Car Owner: Yes / No	
Place of birth:	Licence No:	Have you ever been: - Disqualified: Yes / No Outstanding Points: Yes / No	
If you have any relatives or know any person employed by the Tates Group or Tates of Sussex Garden Centres, please give name:	Have you ever applied for a position with the Tates Group or Tates of Sussex Garden Centres? If yes, please state when, where and what position.	If you have worked for the Tates Group or Tates of Sussex Garden Centres before, please enter location, position and date.	
Please give name, address and telephone number of next of kin or person to be contacted in case of emergency.			
Why are you applying for this position?			
What qualities will you bring to the position you are applying for?			



**PRESENT EMPLOYMENT**

Full name and address of Employer:					
Nature of Business	Starting date --/--/----	Starting wage	Present wage	Minimum wage required	Notice required
Current position and description of duties					
Why do you want to leave?					

**PREVIOUS EMPLOYMENT** Include ALL previous employment with no omissions & full address details. Use a separate sheet if necessary.

Dates		Name & address of Employer	Nature of Business	Position	Reason for leaving	Salary at leaving
From	To					

If you are currently unemployed, please give the reason why your last employment ended?

If you have had any period of unemployment lasting more than one month, please explain the reasons?

**REFERENCES** – Please complete this section in BLOCK CAPITALS

Please give names and addresses of two references, including present employment, if applicable. Testimonials or references from friends and relatives are not acceptable. If you have not been previously employed, give one character reference and one educational reference.	
Name Company (If applicable) Address Post Code Email: I agree/ Do not wish for the reference to be taken up yet	Name Company (If applicable) Address Post Code Email: I agree/ Do not wish for the reference to be taken up yet

## CRIMINAL CONVICTIONS

Have you ever been convicted of/cautioned for a Criminal Offence Yes / No  
If "YES" please give details below (Under the Rehabilitation of Offenders Act 1974 spent convictions need not be declared)

## DECLARATION

Do you have any impairment or are you currently seeing a medical practitioner for any impairment that may affect your ability to carry out heavy manual handling or other duties intrinsic to working in a garden centre?

## GENERAL

Have you ever been made redundant or dismissed? YES / NO  
If you were dismissed, please give the reason

Do you have any part time jobs? YES / NO

Have you any other commitments that limit your working hours? YES / NO  
If "YES" please give details

Please state your availability: -

DAYS:            Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday

Time from: -

Time to: -

Can you work extra hours during School / College holidays? YES// NO

Have you any holiday commitments? YES / NO  
If "YES" please give details

### DECLARATION BY APPLICANT

**I certify that the information given in this form is, to the best of my knowledge correct. I understand that any false information or deliberate omissions will cause my application for employment to be unsuccessful or, in the event of employment, render me liable to dismissal. I understand that any engagement entered into is subject to references proving satisfactory.**

**BEFORE SIGNING, CHECK YOU HAVE COMPLETED EVERY SECTION IN FULL – FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING DISREGARDED.**

Signature of Applicant

Date \_\_ / \_\_ / \_\_\_\_