

Application for Employment



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www.stephencharleslandscapes.co.uk

Please complete the form below to apply for a position with Stephen Charles Landscapes Limited.
All information collected through this application will be kept confidential and only used for its intended purpose.

EQUAL OPPORTUNITIES POLICY

We are committed to an equal opportunities policy in employment and will assess applicants for jobs without regard to sex, marital status, religion, race, ethnic origin, colour or disability.

Recruitment Policy

Upon application we will email you our recruitment policy

If successful you will be required to bring in a photo copy of your driving licence or passport for our ID checks, and something to prove your address.

Section 1 – Personal Details

First and last name

Current Address

Date of birth

Email

Contact number

Do you hold a full UK driving license?

If yes, do you have any motoring convictions?

Do you have any points currently? If so what for? **Nb We do not discriminate based on any points; we just need to know whether our insurance provider will cover you on our vehicles**

What licence do you have? Eg trailer, lorry, car, 3 tonne etc

Section 2 – The Position

Which position(s) are you interested in?

Full time maintenance [Salaried]

Yes No

Full time maintenance [Hourly rate]

Yes No

Part time maintenance [Hourly rate]

Yes No

Full time landscaping assistant [Hourly rate]

Yes No

Part time landscaping assistant [Hourly rate]

Yes No

Labourer [as required] [Hourly rate]

Yes No

Are you:

Entry level:

Yes No

Experienced:

Yes No

Please briefly describe any landscaping experience you have

Please briefly describe any maintenance experience you have.

Section 3 - Present Employment

Are you currently employed?

Yes No

Name & address of present employer

Date Started

Job title

Salary

Reason for leaving

If you are successful in interview may we contact after the interview?

Yes No

If you are not currently working, please state what you are doing

Section 4 - Previous Employment

Please state all previous employers in the last 10 years

Name of Previous employer	Dates worked; from - To	Position	Salary	Reason for leaving

- May We Contact the most recent two? If no please state why

Yes No

Section 5 – Education/Qualifications

School/College/University attended	Dates attended	Qualifications received

Please give details of any courses attended and/or certification gained, which may be relevant to the position applied for. Successful applicants may be required to provide proof of qualifications.

If none state none

Section 6 - Experience

Please detail all previous experience gained, which may be relevant to the position applied for. If you do not have previous experience, please list the skills and qualities you possess relevant to the job.

Section 7 - Other

Have you any medical condition that would or may affect your ability to perform this job role?

Yes No

If yes please give details:

Is there any other information that you feel is relevant to this application?

If you are related to or know any employee of this company, please give further details below

Section 8 - Questionnaire

Do you possess a valid Driver's License?

Yes No

Are you able to lift from the ground?

Yes No

Are you able to work outdoors during all seasons?

Yes No

Are you able to handle gasoline, diesel, insecticides, pesticides, etc?

Yes No

Are you able to spend hours on your feet?

Yes No

Are you able to lift up to 50 lbs?

Yes No

Do you have any known allergies to plants or chemicals?

Yes No

Are you able to start immediately?

Yes No

Section 9 - References

Two persons to whom an approach may be made with reference to your work experience. One of these should be your current or most recent employer.

If you DO NOT wish your referees to be contacted until after any interview, please state this.

Reference One:

Name

Address

Job title

Email

Contact number

Reference Two:

Name

Address

Job title

Email

Contact number

DECLARATION

I hereby certify that to the best of my knowledge, all the information contained in this application form and any additional sheets is correct and that all questions have been fully and accurately answered.

Signed

Dated