



Application for Employment

Position applied for _____

Park/Location _____

How did you hear about this vacancy? _____

Personal Details

Surname: _____ Forename(s): _____ Title: _____

Home Address: _____ Postcode: _____

Home Telephone Number: _____ Mobile Telephone Number: _____

Email Address: _____

NI Number: _____

Please note: if you are successful in gaining employment with Verdant Leisure you will be required to provide us with evidence of your eligibility to work in the UK, such as a passport or biometric residence permit, and also proof of your NI number, such as a HMRC letter

If successful, will this be your only form of employment? Yes No

If No, please give details of any other employment _____

Emergency Contact Details

Surname: _____ Forename(s): _____ Title: _____

Home Address: _____ Postcode: _____

Home Telephone Number: _____ Mobile Telephone Number: _____

Relationship to you: _____



Verdant Leisure is the trading name of the Verdant Leisure Group of companies including Verdant Leisure Limited and Verdant Leisure 2 Limited and all other companies within the Verdant Leisure group of companies whose registered address is 10 Mannin Way, Caton Road, Lancaster, Lancashire, LA1 3SW.

Permits & Licences

Do you need a work permit to work in the UK? Yes No

If Yes, do you currently hold a valid work permit? Yes No

Do you have a full UK recognised driving licence? Yes No

Please detail any and all current endorsements: _____

Employment History

Please give details of all your previous employment beginning with your current or most recent role.

From	To	Employer Name & Address	Position Held	Reason for Leaving

Have you previously worked for Verdant Leisure? Yes No

If Yes, please give details: _____

Do you have any relatives working for Verdant Leisure? Yes No

If Yes, please give details: _____

Education & Training

Please give full details of schools/colleges/universities attended.

Name & Address of School/College/University/Training Provider	Qualifications & Levels Achieved

References

Please provide names and contact details for two people that we can contact for employment references. One of these should be your current or most recent employer. If you have not worked recently, please provide details of two people who know you well and who would give you a personal, character reference. These must **not** be family members. References will only be taken up once an offer of employment has been made, however all employment offers are subject to receipt of satisfactory references.

Reference One

Name of Referee: _____ Type of Referee? Employment Personal

Position & Company: _____

Address: _____

Email Address: _____

Telephone Number: _____

Reference Two

Name of Referee: _____ Type of Referee? Employment Personal

Position & Company: _____

Address: _____

Email Address: _____

Telephone Number: _____

Supporting Information

Please use this section to detail any information you feel would assist in your application. You can include your reasons for applying for the position, your main work achievements and the attributes you will bring to the post. You could also include any leisure activities, hobbies or pastimes which you feel would be relevant.

Details of Convictions

Please provide details of all convictions. Having a spent or unspent conviction will not necessarily bar you from employment with Verdant Leisure. Ex-offenders will be considered on an individual basis and the nature and circumstances of the offence will be taken into account in the recruitment decision.

Have you been convicted of a criminal offence which is not regarded as spent? Yes No

If Yes, please give details: _____

If it is relevant to the role you are applying for, a Criminal Records check may be required and if so your employment will be subject to the results of this check and it being satisfactory to Verdant Leisure. You will be advised if this is the case and if so, will be required to complete the appropriate documentation and provide relevant ID. If the role requires such a check, then you will be asked to declare any convictions which are 'spent' under the Rehabilitation of Offenders Act.

Equal Opportunities

Verdant Leisure is an equal opportunities employer. We do not discriminate on the grounds of race, colour, nationality, ethnic origin, sex, sexual orientation, gender identity, marital status, religion, political views, disability or age. The information contained in this section does not form part of the selection process, and is for monitoring purposes only.

How would you describe your race or cultural origin? (tick one box only)

- White British White Irish White European
Black British Black Caribbean Black African
Asian British Asian Indian Asian Pakistani Asian Bangladeshi
Chinese Any other race or ethnic group (please describe): _____

What is your nationality? _____

How would you describe your gender? _____

Do you consider yourself to have a disability? Yes No

Data Protection & Privacy

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. This personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history. We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately. If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please contact us.

Declaration

I confirm that the information given on this form and any attachments is, to the best of my knowledge, complete and accurate. I understand that Verdant Leisure may take steps to verify its accuracy. I also understand that any deliberate omission, falsification or misrepresentation on this application form will be grounds for rejection or, if employed, dismissal without notice.

Signed: _____

Date: _____