

## Hortech Limited – Application Form

- Please complete this form and return it to the Office at the address below.
- Please use **BLACK INK** as this form may be photocopied and write in **BLOCK CAPITALS**

### FOR THE POST OF;

**Job Title:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### PERSONAL DETAILS

**Last name:** \_\_\_\_\_ **First name(s):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ **Telephone No Work:** \_\_\_\_\_

\_\_\_\_\_ **Telephone No Home:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_ **Telephone No Mobile:** \_\_\_\_\_

### EDUCATION & QUALIFICATIONS

Please include all relevant qualifications you currently hold or those you are working towards.

Place of Study:	Qualification level and subject:	Grade:	Dates from/to:

### WORK RELATED TRAINING

Please give details of any other specialised training or qualifications not covered in previous sections, e.g. short courses, on-the-job training, in-house training etc.

Course Title:	Date of Training:	Training Provider:

### PROFESSIONAL MEMBERSHIP

Are you a member of any professional body please give details Awarding Body and Membership Level:

\_\_\_\_\_

### CURRENT OR MOST RECENT EMPLOYMENT

<b>Employer's Name &amp; Address:</b>	<b>Date Started:</b>
	<b>Notice Required:</b>
	<b>Salary/Grade:</b>
	<b>Date Left:</b>

**Reason for leaving** \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

<b>Employer:</b>	<b>Dates from/to:</b>	<b>Position:</b>	<b>Brief Outline of Duties:</b>	<b>Reason for leaving:</b>

**Please provide a brief explanation for any gaps in your employment history:**

**If you have been dismissed from any employment, please provide details:**

**OTHER KNOWLEDGE AND EXPERIENCE**

Give details of any other knowledge or experience which you consider relevant to your application.

**REHABILITATION OF OFFENDERS ACT 1974**

**Have you ever been convicted of any criminal offence?**

**Yes / No**

If 'Yes' please provide details:

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have in the past been subject to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 from the protection. Applicants who have live convictions may choose to send details under separate cover and sealed envelope to the HR Manager. Please indicate if you have done this.

**Details sent under separate cover? Yes/No**

**REFEREES**

Please give details of two referees, who should be from your last two employers. Note: we may contact any previous employer for a reference.

<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone No.:</b>	<b>Telephone</b>
<b>Email:</b>	<b>Email:</b>

Note: If you have any difficulty in providing any of this information please do not hesitate to contact the HR Manager.

**General Data Protection Regulations 2018**

Hortech Ltd may use the information provided by you only to assess your application. Equal Opportunities information will not be used in the selection of candidates and will only be used for statistical purposes, for example to analyse applications by gender, ethnic origin or disability. The Company retains information about job applicants for 12 months.

**DECLARATION**

By submitting this form you are indicating your understanding and acceptance of the following provisions:

- To the best of your knowledge the information you have given on this form is correct and may be used as part of your contract of employment.
- The provision of false information may result in disqualification or termination of your employment.
- Under the Rehabilitation of Offenders Act 1974 (if it applies to the post for which you are applying) failure to disclose any convictions may result in dismissal or disciplinary action by the Company.
- You consent to the processing of your data for the purposes described in the 'Data Protection' section of this form.

**Signed:****Date:****Print Name** .....**Please return to:**

Hortech Ltd ( HR Dept)  
 The Long Barn  
 Moddershall  
 Stone  
 Staffordshire  
 ST15 8TQ

**EQUAL OPPORTUNITIES IN EMPLOYMENT**

Hortech Ltd wishes to ensure that all members of the company are treated, and treat each other, with respect and dignity in all its activities. Whilst recognising all the relevant statutory duties in respect of legislation against discrimination on the basis of race, gender and disability, we acknowledge that people are also discriminated against on the basis of other factors in addition to those prohibited by law.

The company therefore requires that discriminatory behaviour which is offensive or demeaning to anyone is treated as a matter of concern and dealt with appropriately. It believes that this principle is of fundamental importance in the context of the business community in which the exploration, formulation and exchange of ideas and knowledge, and the acknowledgement of a wide diversity of opinion and belief, is central to its existence.

Accordingly, Hortech Ltd will ensure that the principles of respect and dignity of the individual, and of equality of opportunity for all, will be incorporated in the policies, organisation and management, and in all the activities of the company. The following information is needed to monitor the effectiveness of our Equal Opportunities Policy. This information will not be used in the selection of candidates. Please help us by answering the following questions:

<b>Title / Name:</b>		<b>Job Title:</b>	
<b>Location:</b>		<b>Gender:</b>	
<b>Marital Status:</b>		<b>Date of Birth:</b>	
<b>Do you consider yourself to have a disability?</b>	<b>YES</b>	<b>No</b>	
<b>What is your Nationality?</b>			
<b>How would you best describe your ethnic origin? (Please circle as applicable)</b>			
<i>White – British</i>	<i>White – Irish</i>	<i>Other White background</i>	<i>Black or Black British African</i>
<i>Caribbean</i>	<i>Other Black</i>	<i>Black or Black British</i>	<i>Asian/Asian British (Indian)</i>
<i>Chinese</i>	<i>Mixed - White and Asian</i>	<i>Mixed - White and Black</i>	<i>Asian/ Asian British (Pakistani)</i>
<i>African</i>	<i>Other Asian background</i>	<i>Other Mixed background</i>	<i>Other Ethnic background</i>
<i>Asian or Asian British</i>	<i>Prefer not to answer</i>	<i>Other (please state)</i>	