



**Education Details**

Name of School , College, University	Qualifications Obtained

**Other Relevant Training** (eg. Horticultural, First aid, fork lift, retail NVQ, Customer Services, Catering, Management / Supervisory skills etc)

Course Attended	Dates	Qualification gained

**Employment History**

Start with your current / most recent employment and work backwards for a maximum of 10 years, accounting for any breaks in employment. If you require more space please continue on a separate sheet of paper.

Please note we may approach any previous employer listed for an employment reference, we will not approach your current employer without your consent.

Employer's Name and Address	Dates Employed	Position held and responsibilities	Salary	Reason for leaving

**Declaration** Please answer all questions

<b>Do you have any criminal convictions other than those defined as “spent” under the Rehabilitation of Offenders Act 1974 ?</b>	<b>Yes / No</b>
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**Under the Asylum and Immigration Act 1996 we can only offer you a job if you have the right to live and work in the UK.** All applicants will therefore be requested to produce appropriate documentation should they be invited to attend an interview (please see enclosed sheet)

**Are you legally entitled to live and work in the UK and able to produce documentation?**  
**Yes /No**

**Do you require a work permit?** **Yes / No** if yes please give details

**Thank you for completing this application form.**

- I confirm that the information given is accurate and true to the best of my knowledge. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to your dismissal.
- I will notify the Millbrook Garden Company Limited of any changes.
- I confirm that I have read and understood the Privacy Notice, available to view on our website [www.millbrookgc.co.uk](http://www.millbrookgc.co.uk) and consent to the processing of this information in support of my application for employment.

**Signed:**

**Date:**

Please return to The Human Resources Dept, The Millbrook Garden Company Limited, Tubwell Lane, Crowborough, East Sussex, TN6 3RJ, or by email to [recruitment@millbrookgc.co.uk](mailto:recruitment@millbrookgc.co.uk)

### **The Millbrook Garden Company Limited**

If you are invited to an interview please bring the following documents with you. Failure to do so will unfortunately mean that your employment will not be able to commence.

#### **Asylum & Immigration Act 1996 –Prevention of Illegal Working**

Your employment is conditional upon the receipt of original documentary proof of your eligibility to work in the UK. These documents will be photocopied and retained in your personal records. Please provide **Original** Documents as listed below

#### **List 1**

- A passport showing the holder is a British Citizen or has right of abode in the UK.
- A document showing the holder is a national of a European Economic Area (EEA) country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from an EEA or country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a EEA country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work offered, if they do not have a work permit.
- An application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

#### **List 2**

If a document from list 1 is not available you must provide two documents from this list in one of two prescribed combinations shown below.

##### **First Combination**

- A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance Card or a letter from a Government agency.

##### **And**

- A full Birth Certificate issued in the UK, which includes the names of the holder's parents; **OR**
- A Birth Certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**
- A certificate of registration or naturalisation stating that the holder is a British Citizen; **OR**
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; **OR**
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person in it can stay indefinitely in the UK, or has no time limit on their stay; **OR**
- A letter issued by the Home Office to the holder which indicated that the person named in it can stay in the UK, **and** this allows them to do the type of work offered; **OR**
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, **and** this allows them to do the type of work offered.

##### **Or Second Combination**

- A work permit or other approval to take employment that has been issued by Work Permits UK

##### **And**

- A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; **OR**
- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question