



PLANTS PEOPLE
POSSIBILITIES

Job Ref: No:	App No:
For office use only	

KEW STUDENT TRAINEESHIP IN HORTICULTURE APPLICATION FORM

Confidential

1: Personal details

Please complete in **BLOCK CAPITALS**

Internal candidate **yes/no**

Surname: _____

Forenames: _____

Preferred title:
(Dr Mr Mrs Miss Ms etc) _____

Former surnames if different:
(Referee or qualifications may use your old name) _____

Box for photo

Permanent address and postcode: _____

Home telephone number: _____

Alternative telephone number, if applicable: _____

Fax number: _____

Email address: _____

Address for letters if different from above: _____

Present nationality:

If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.

Do you need a work permit to be employed in the UK?

Yes / No

If you already have a work permit, when does this expire? (Please note that your current work permit may not be valid for this post.)

Do you hold a full, current, clean driving licence?

Yes / No

How did you find out about the Kew Apprenticeship?
(Please circle)

1. Specialist publication (state title)
2. Web site (state title)
3. RBG Kew web site?
www.kew.org/aboutus/jobs
4. Other:

2: General education and qualifications (Please list in chronological order)

Continue on a separate sheet if necessary, clearly stating your full name.

Candidates must have a minimum of 2 GCSEs (or equivalent).

From dd/mm/yy	To dd/mm/yy	Name of course	Name of school/college/university/institute	Qualifications or skills/training course results.

If you are an applicant for whom English is not your first language, you will need to provide evidence that you have obtained a standard in both written and spoken English, which is academically and internationally recognised. For independent advice and information, please see www.ielts.org, the International Language Testing System.

3: Horticultural education and qualifications (Please list in chronological order)

Continue on a separate sheet if necessary, clearly stating your full name.

Note: It is not a requirement to have a horticultural qualification.

From dd/mm/yy	To dd/mm/yy	Number of hours/week	Name of course	Name of school/college/university/institute	Grade achieved / qualification awarded

4: Horticultural employment (Please list in chronological order).

Continue on a separate sheet if necessary, clearly stating your full name.

Note: It is not a requirement to have any horticultural work experience.

From dd/mm/yy	To dd/mm/yy	Name, address & business of employer	Job title & summary of duties	Number of hours/week (if not full-time employment)	Reason for leaving employment

5: Non-horticultural employment (Please list in chronological order)

Continue on a separate sheet if necessary, clearly stating your full name.

From dd/mm/yy	To dd/mm/yy	Name, address & business of employer	Job title & summary of duties	Number of hours/week (if not full-time employment)	Reason for leaving employment

6: Community Involvement (including voluntary public service)

From	To	Details of Community Involvement

7: Leisure interests/hobbies (including offices held in social/sports clubs etc)

Note: School Leaves should list all relevant school activities, clubs and memberships.

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8: References

- Please give two referees
- Please **immediately** forward each referee one of the reference forms to complete and **return to:** Apprenticeship Coordinator, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB

<u>Reference</u>	<u>Reference</u>
Preferred title (Dr Mr Mrs Miss Ms etc): _____	Preferred title (Dr Mr Mrs Miss Ms etc): _____
Full name: _____	Full name: _____
Job title: _____	Job title: _____
Organisation: _____	Organisation: _____
Address: _____ _____ _____ _____	Address: _____ _____ _____ _____
Capacity in which candidate is known to you: _____	Capacity in which candidate is known to you: _____
Telephone no.: _____	Telephone no.: _____
Email address: _____	Email address: _____
Fax no.: _____	Fax no.: _____

9: Other information

Please return with your application form:

- An essay of 250-500 words describing why you wish to undertake the Kew Apprenticeship, giving reasons.
- A passport sized photograph of head and shoulders, attached to the front of this form. This will be stored on the personnel file of successful applicants.

10: Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:

Date:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.