

Position: _____ Ref no: _____
(For office use only)

Thank you for your interest in employment with Eden Project Ltd. Please complete this application form in as much detail as possible. We will be using the information provided to short-list candidates based on their suitability for the job. Please complete all sections as CVs will not be accepted.

Education and qualifications (most recent first)

Where applicable please include details of examinations that have been taken or are about to be taken. If results are not yet known, include date the results will be received.

Name of university/ college/ school	Subject	Qualification gained eg GCSE	Grade/ result	Date

Training/ professional qualifications

Please give details of any other training you have undertaken that may support your application. Include details of membership or affiliation to any professional institutions.

Details of training completed	Grade/result	Date

Present employment

Employer's name: _____ Position held (by you): _____

Full address: _____ Date appointed: _____

Present salary/wage: _____

Main duties and responsibilities:

Reasons for wishing to leave:

Previous employment (most recent employer first)

Employer	Date (from - to)	Position held and key responsibilities	Salary	Reasons for leaving

Reasons for applying

Please outline the skills, experience and knowledge you have gained through paid and unpaid employment, education or leisure interests, which are relevant to the position for which you are applying. If you run out of space, you can use our continuation sheet on the next page.

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Continuation sheet

Please use this area if you run out of space when filling out the application form.

A large empty rectangular box with a thin black border, intended for providing additional information if the main application form is full.

Additional information

Please use this space to tell us anything else about yourself that would support your application. This may include information that is not specific to the post for which you are applying, but may benefit the company in other ways.

References

Please give two referees, one of which should be your present employer (or most recent, if unemployed)

Name: _____

How is the person known to you?

Address: _____

Telephone number: _____

Email: _____

Yes, ok to contact No, not at this stage

Name: _____

How is the person known to you?

Address: _____

Telephone number: _____

Email: _____

Yes, ok to contact No, not at this stage

References may be taken up before interview. If you do not wish us to contact one of your referees at this stage please indicate above.

DATA PROTECTION

The information provided in this application form will be used to assess your suitability for the post applied for and to follow up the references. The HR Services Team will hold the information.

If successful, we may also use this information when considering your future training and development.

I confirm that the information provided on this form is correct to the best of my knowledge. I understand that by providing any false statements my application may be disqualified from the recruitment process, or I may be dismissed from employment at Eden Project Ltd.

For online applicants only:

You will be required to sign this application if shortlisted to attend an interview.

Signed: _____ Date _____

Position: _____	Ref no: _____ (For office use only)
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One of our strengths is the diversity of our Team. As part of our Diversity Policy we aim to offer equal opportunity in employment. To help us monitor the effectiveness of this policy please take a few moments to complete the information below. This information will remain confidential, and will be detached from your application form before consideration by those making a selection decision.

Title: (i.e. Miss/Mrs/Ms/Mr/Dr/other) _____ **Forenames:** _____

Full address: _____ **Surname:** _____

Day telephone number: _____

Evening telephone number: _____

Email: _____ **Mobile number:** _____

National insurance number: _____ **Date of birth:** _____

Gender: (please tick) Female Male

Sexual orientation: Heterosexual Homosexual Bi-sexual

Ethnic origin

I would describe my ethnic origin as:

White English, Northern Irish British, Welsh, Scottish Irish Gypsy or Irish Traveller Any other White*

Black or Black British Black Caribbean Black African Other Black background*

Mixed White & Black Caribbean White & Black African White & Asian Other Mixed background*

Asian or Asian British Indian Pakistani Bangladeshi Other Asian background*

Other Ethnic Group Chinese Arab Any other*

*Please specify: _____

Religion/belief

- No Religion Christian (all Christian Denominations)
- Buddhist Hindu Jewish Muslim Sikh Other Religion

Disability: Do you consider yourself to have, or have had a disability? Yes No

If yes, do you consider it would affect your ability to carry out this role according to the role profile? Yes No

If yes, please outline any reasonable adjustment that could be made to assist you in this role.

If invited to interview would you need any particular arrangements?

Additional questions:

Do you require a work permit? (please tick) Yes No

If yes, do you hold a work permit? (please tick) Yes No

If yes, when does it expire? _____

Have you been convicted of any criminal offences (which are not yet spent under the Rehabilitation of Offenders Act 1974)?

Yes No

If yes please give details.

Please give dates when you are not available for interview:

If selected when could you start? (Give notice period if applicable):

Where did you see this post advertised?

DATA PROTECTION

The information on this form will be recorded confidentially on the HR Services database and in your personnel file. The information will be used to monitor the effectiveness of our recruitment processes and to produce statistics about the Eden Team.

The information will only be used by the HR Services Team, to monitor broad trends. It will not be used in consideration of your pay, promotion, training or development.

In accordance with the Data Protection Act 1998 we will not share any of your personal data with external sources without first seeking your permission.

Thank you for taking the time to complete this form.

Please send the completed form to: Eden Project, Bodelva, Cornwall, PL24 2SG
or email to recruitment@edenproject.com