



Gardening Service
 Tel: 01329 223140
 Email: gardening@cfirst.org.uk

Application to become an Approved Gardener

STRICTLY CONFIDENTIAL

First name (s)	Surname
Title.....	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Are you over 18? Yes <input type="checkbox"/> No <input type="checkbox"/>

Address & Contact details

No. / Street.....

..... Town.....

County..... Post Code.....

Telephone Number (as appropriate)
 (day)..... (evening)

Mobile E-Mail.....

Emergency contact details:

Name: Tel:

Relationship to you

Gardeners are required to carry out general garden maintenance including: Mowing, weeding, low hedge clipping/pruning. Please give brief details of your gardening experience including equipment used

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Please give details of the gardening equipment you are able to provide if required:

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Health Matters

Prior to starting as a gardener you will be asked about your health status as is relevant to the gardening role.

The reason we ask is that in terms of Health and Safety, it is important that Community First does not place you in the wrong role. A disability or health problem does not necessarily exclude you from gardening with Community First and applications from people with disabilities are welcomed. In order to ascertain your suitability to work on a Community First project, Community First requires information about your health.

Do you consider yourself covered under the terms of the Disability Discrimination Act 1995?
Yes / No

If Yes, what is the nature of your disability? Please give details. Do you have any allergies or other health matters that Community First should be aware of? If preferred, complete a separate sheet and attach it to the application form in a sealed envelope.

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References

Please provide two referees. They should not be directly related to you and you should preferably have known them reasonably well for at least two years on a personal level. They should be over 18 years of age. 'Reasonably well' in this context means meeting with a person on business or socially from time to time.

Referee 1	Referee 2
Name	Name
Address	Address
.....
Town.....	Town.....
Postcode.....	Postcode.....
Tel:	Tel:
Relationship to you	Relationship to you



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Criminal Record

Community First aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications so that we maintain a creative organisation of diverse views. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from working with us. This will depend on the circumstances and background to your offence(s).

Community First meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The gardening role involves contact with vulnerable people. Gardeners are required to undertake a Basic Disclosure check at their own expense. See https://www.gov.uk/request-copy-criminal-record for details.

We require unspent convictions to be declared and will consider their relevance in the light of the policy which is outlined above. This will include details of cautions, reprimands or final warnings, as well as convictions. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. We require unspent convictions to be declared and will consider their relevance in the light of the policy which is outlined above.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
Yes [] No []

If yes, please give details

Personal Declaration

I confirm that the personal information supplied is accurate.

I am willing to abide by the rules of the Gardening Service and uphold the values of Community First.

I understand that my work with Community First may involve issues and situations of a sensitive nature and I agree to maintain confidentiality at all times.

Signature..... Date

If you are applying to work in Fareham or Havant, please return this form to:
Community First, 163 West Street, Fareham, Hampshire PO16 0EF

If you are applying to work in the New Forest, please return this form to:
Community First, 71 Christchurch Road, Ringwood, Hampshire BH24 1DH

Questions? Call 01329 223140 or email: gardening@cfirst.org.uk



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