

**SELF EMPLOYED GARDENER APPLICATION FORM**

**Full Name:**

**Address:**

**Home Tel: Mobile Tel:**  **Emergency Tel:**

**Email address:**

**Please give details of your gardening experience**:

**Gardening Skills**. *You do not need all of these skills to be a gardener with Age UK West Sussex, Brighton & Hove*

* Do you have your own basic hand  tools that you can use at your client’s home – e.g. hand trowel, hand fork, secateurs, border fork, border  spade etc.? **Yes / No**

**Can you confidently:**

* Mow a lawn using the client’s own lawnmower. **Yes / No**
* Edge a lawn. **Yes / No**
* Weed a flower bed (discriminate between weeds and plants, remove weeds properly). **Yes / No**
* Tidy up garden – cut back shrubs, cut back perennials for winter. **Yes / No**
* Plant out bedding plants, small potted plants, small shrubs, bulbs. **Yes / No**

**Do you have a petrol mower** (or similarly powerful mower) you can **bring to the client**? **Yes / No**

**Can you offer any of the following?**

* Design and planting advice. **Yes / No**
* Creating new beds (digging out turf, soil preparation). **Yes / No**
* Raising plants from seed. **Yes / No**
* Lawn renovation (aeration, patch reseeding). **Yes / No**
* Plant identification. **Yes / No**
* Specialised pruning. **Yes / No**
* Hedge trimming **less than 6ft/2metres** (using your own equipment). **Yes / No**
* Are you able to legally dispose of Garden waste on behalf of the Client? **Yes / No**
* Would you be able to take on **one off Gardening Jobs**, such as tackling overgrown Gardens/ Tidying up gardens to assist with the sale of the residence etc.? **Yes / No**

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| Do you have any horticultural qualifications (**please state which**): |

* Are you able to take on **one off handyperson jobs**, such as **competently/safely** erecting & repairing Garden fencing, fixing external Key safes and external Grab rails etc., for Clients? **Yes / No**
* Any other information about your skillset, work requirements or personal circumstances, which Age UK West Sussex, Brighton & Hove should be aware of. **Yes / No**

**If yes – detail here:**

**Age UK West Sussex, Brighton & Hove gardeners are required to have Public Liability Insurance and an Enhanced DBS less than 12 months old** at the time of registration: if you do not already have these please bear in mind they will be required before we can offer you any clients.

**Please supply us with the names and contact details of two referees**. Ideally one will be a previous employer or school/college tutor, and one must be able to vouch for your gardening experience (this could be the same person). They must not be family members. Please indicate relationship to you, ie former employer.

**Referee 1**

Name:

Address:

Postcode:

Tel. number:

Email address:

Relationship to you:

**Referee 2**

Name:

Address:

Postcode:

Tel. number:

Email address:

Relationship to you:

**Equality and Diversity Form**

In order to ensure that our Equality and Diversity in employment is effective, we need to obtain certain information, which will allow us to evaluate how successful our approach as an equal opportunities employer has been. It is for this reason that we would like you to fill in this monitoring form, which is confidential and will be kept separately from your application.

You are under no obligation to complete this form but if you do you are agreeing under the Data Protection Act 2018, that Age UK West Sussex, Brighton and Hove may hold and use personal information about you for monitoring purposes only. The data supplied on this form will be stored in an anonymous format.

**This form will not be used at any stage in the selection process**

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| **Post applied for:** |
| **Age:**  Under 20 20-29 30-39 40-49 50-59 60-69 70+  **Gender:**  Male Female Non Binary Prefer not to say |
| **Do you consider that you have a disability under the Equality Act (please tick)?**  **The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.**  Yes No Prefer not to say |
| **Religion:**  Buddhist Christian Hindu Jewish Muslim Sikh No Religion Other |
| **Sexual Orientation:**  Bisexual Gay Heterosexual Lesbian Other Prefer not to say |
| **Ethnicity:**  **Asian or Asian British**   1. Bangladeshi 2. Indian 3. Pakistani 4. Any other Asian background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Black or Black British**   1. Caribbean 2. African 3. Any other Black background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Chinese or other ethnic group**   1. Chinese 2. Any other group, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mixed**   1. White & Black Caribbean 2. White & Black African 3. White & Asian 4. Any other Mixed background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **White**   1. British 2. Irish 3. Any other White background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**This information will be used solely by Age UK West Sussex, Brighton and Hove for monitoring purposes and will be treated as strictly confidential.**

**Thank you for your co-operation**

**Disclosure and Barring Service**

As our work involves some vulnerable adults the post holder will be subject to a Disclosure and Barring Service check. You are invited to disclose any spent or unspent criminal convictions you may have. Please note that declaration of any convictions does not automatically mean that you will not be considered for the post. Our short-listing process will focus on your abilities, skills, experience and qualifications and any convictions will be considered only in relation to their relevance to the post and risk imposed. However, if you fail to declare at this point a conviction which later comes to light then you may be dismissed from the post.

All information will be handled in compliance with the Data Protection Act 2018 and will not be disclosed to any third parties unless required by law. If your application is unsuccessful, this information will be destroyed.

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| Position Applied for: ……………………………………………………………………………………… | |
| Your name: |  |
| Address: |  |
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**Spent and unspent convictions including any cautions, bind-overs, warnings or reprimands issued**

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| **Date of Conviction** | **Type of Offence** | **Penalty Imposed** |
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