

Garden Pathways Application Form

Preferred Title			
Full Name			
Address			
Post Code		Date of Birth	
Phone Number		Mobile Phone	
Email Address			

When are you available to attend Garden Pathways? (X)	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Education – Do you have any of the following qualifications, if so at what level?

Qualification	Tick relevant qualification	Level achieved	Date	School/College/University
English				
Mathematics				
Literacy				
Numeracy				
ICT				
Communication skills				
Horticulture				
Other				

If you have any other qualifications please state below.

Employment or Voluntary work Details

Employer's name, address, type of business	Position held, duties, responsibilities	Dates to and from	Reason for leaving

Other details :

Do you have any medical conditions we need to be aware of?	YES	NO
Please give details of any medical conditions below		

Are you on any medication? If so would this medication affect your ability to use machinery	YES	NO
Please can you give details of your medication below		

Additional Information

For this section you can use up to two additional sheets of paper if needed.
Describe why you are interested in becoming a trainee with Garden Pathways.

Describe why you are suited to the position (e.g. personal attributes, relevant experience etc, referring to the job description for a trainee).

Knowledge

Experience

Personal Qualities

Please describe any other additional information to support your application.

Do you have any criminal convictions? Any previous convictions do not necessarily bar you from training with Creative Support.

YES		NO	
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Please tell us how you heard about Garden Pathways? (X)

Through Creative Support marketing event		Through our website		Referred by social worker/key worker/Job Centre (please state)	
Through a volunteer organisation (please specify)		Through another website (please specify)		Other (please specify)	

As part of the application process Creative Support may need to contact other professionals that you receive support from so we can gain additional information about the support you receive and also gain any relevant documents that will help us to be able to fully support you on the course.

Please tick the box below if you are happy for Creative Support to contact the professionals involved in your support.

I am happy for Creative Support to contact any relevant professionals who support me so they can gain additional information. I am also happy for Creative Support to receive any relevant documentation that will be needed so I can be fully supported on the Garden Pathways Programme.

OFFICE USE ONLY

Valuing Diversity

Fairness in Employment Monitoring Sheet – Strictly Confidential

The information on this form will be separated from your application as soon as it is received and it will not be involved in the short-listing or interviewing for the post for which you are applying.

Help to help you

Creative Support is committed to achieving fairness and equality in employment. We want to make sure that all applicants and employees are treated fairly and are judged solely on their merits and abilities.

What information are we looking for?

We need different kinds of information so that we can check how closely the numbers of people who apply to us for jobs, or who get jobs with us, match up to the local population. This tells us a lot about whether our recruitment processes are fair and equally open to everyone.

Disability-Definition

Under the terms of the Disability Discrimination Act 1995 a person has a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

My Racial Origin: (please tick appropriate box)

- | | | | | |
|-------------------------------|--|--|---|--|
| White | <input type="checkbox"/> British | <input type="checkbox"/> Irish | <input type="checkbox"/> European | <input type="checkbox"/> Other |
| Black or Black British | <input type="checkbox"/> Caribbean | <input type="checkbox"/> African | | |
| Asian or Asian British | <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Kashmiri | <input type="checkbox"/> Bangladeshi |
| Mixed Race | <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African | <input type="checkbox"/> White and Indian | <input type="checkbox"/> White and Pakistani |

Chinese/other group ☐ Chinese

For any other racial group
please write in box

**My
gender**

☐ Female

☐ Male

**My
disability
status**

☐ I am not a disabled person

☐ I consider myself a disabled
person

If you consider yourself disabled, please detail in your application form so that any adjustments to the selection process may be made (if required)

My age:

☐ 16-19

☐ 30-39

☐ 50-59

☐ 65 +

☐ 20-29

☐ 40-49

☐ 60-64

**My
religion:**

☐ Christian (including Church of England,
Catholic, Protestant and all other Christian
denominations)

☐ Jewish

☐ Sikh

☐ Muslim

☐ Hindu

☐ Buddhist

☐ None

Any other religion –
(please write in the box)

References

In order to take part in the Garden Pathways Programme you will need to give two references. A minimum of one reference must be submitted with either your application form or emailed directly to the project coordinator. If only one reference is submitted with your application you must provide details of your second referee who we will contact directly.

We have provided a template for you to send to your referees on the next page. The references cannot come from anyone related to you, and the person should have known you for at least two years. Ideally we would like references from:

- Support/ Key worker
- Previous employer
- Previous/current supervisor of voluntary work
- Ex/current teacher

If none of the above are available, we will also accept references from:

- Doctors
- Religious leaders
- Community Leaders
- Employment advisors

When you have completed the application form and attached your references please send it to:

Jaci Walters
Unit 3 Park Street
Lye
Dudley
DY9 8SS

If you wish to email your applications please send to:
jaci.walters@creativesupport.org.uk (this is the preferred method as your application usually gets processed quicker)

If you have any queries please call Jaci Walters on 07816076365.

Dear Sir/Madam,

_____ (Name of applicant) is applying to Creative Support for a trainee position on the Garden Pathways Programme based at our office in Lye and will be working with vulnerable adults.

Please could you fill in the reference request form and send back either to the trainee to attach with their application form or directly to Jaci Walters, Unit 3 Park Street, Lye, Dudley, DY9 8SS. For any questions or queries please call Jaci on 07816076365 or email jaci.walters@creativesupport.org.uk

Reference

Your full name, including preferred title	
Your job title	
Please describe how you know this applicant, including dates of employment if relevant	
How long have you known this person?	
Your Address	

Your Post Code	
Your Phone Number	
Your Email Address	
Please use this space to give details about the suitability of the applicant for the above post.	

Dear Sir/Madam,

_____ (Name of applicant) is applying to Creative Support for a trainee position on the Garden Pathways Programme based at our office in Lye and will be working with vulnerable adults.

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Reference

Your full name, including preferred title	
Your job title	
Please describe how you know this applicant, including dates of employment if relevant	
How long have you known this person?	
Your Address	
Your Post Code	

Your Phone Number	
Your Email Address	
Please use this space to give details about the suitability of the applicant for the above post	