

GROW: The Royal Parks Apprenticeship Programme



Application Form

Please return to:

The Royal Parks Apprenticeship Programme
Human Resources Department
The Old Police House
Hyde Park
London W2 2UH
Or by email to personnel2@royalparks.gsi.gov.uk



Date Received

The closing date for applications is Monday 15 April 2010.

If you have any questions regarding your application or would like guidance on completing this form, please contact:

T: 020 7298 2119

F: 020 7402 3298

grow@royalparks.gsi.gov.uk (for enquiries only; applications must be emailed to personnel2@royalparks.gsi.gov.uk)

www.royalparks.org.uk/grow

Personal Details

Family name (surname)		First name	
<input type="text"/>		<input type="text"/>	
Address			Postcode
<input type="text"/>			<input type="text"/>
Home telephone number	Mobile telephone number	Email address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Emergency contact name		Emergency contact phone number	
<input type="text"/>		<input type="text"/>	

Choice of Park

If your application is successful, you will be assigned to work in one of the eight Royal Parks. Please indicate below (with a 1, 2 or 3) your first, second and third choices for the park you would like to be assigned to:

Bushy Park	<input type="text"/>
Greenwich Park	<input type="text"/>
Hyde Park	<input type="text"/>
Kensington Gardens	<input type="text"/>

The Regent's Park & Primrose Hill	<input type="text"/>
Richmond Park	<input type="text"/>
St James's Park & The Green Park	<input type="text"/>

While we will try to accommodate your preference, but we cannot guarantee to be able to do so, and from time to time, you may have to work at other Parks.

Employment History

Please provide details of all employment over the last five years, including any unpaid or voluntary work, listing present or most recent employer first. Any gaps in employment dates should be explained. If you have any particularly relevant experience dating beyond the last five years please include this.

Dates from/to	Name and address of employer	Nature of duties	Reason for leaving

Continue on a separate sheet if necessary

Personal References

Please give details of 2 people who are not relatives who can provide a reference. If you are or have been employed, one should be your current or most recent employer; if you are a student, one should be a member of staff at your college/school.

Name	Occupation

Address	Postcode

Telephone	Email address

Name	Occupation

Address	Postcode

Telephone	Email address

Do you give us permission to contact your references at this point?

Why have you chosen the Royal Parks Apprenticeship Programme?

Please indicate below your reasons for wanting to take part in this programme. If you have indicated a preference for working in a particular Park, please indicate the reason for your choice.

Consent to Process Personal Data

In order to secure funding from the Learning and Skills Council (LSC) to subsidise The Royal Parks Apprenticeship Programme, The Royal Parks is obliged to forward personal data such as your name, address and date of birth to the LSC. This data includes details of employment, which are used by the LSC in connection with its claims for European Social Funds. The LSC also requires details of fee remission, ethnicity and disabilities, so that they can meet their obligations in ensuring adequacy and sufficiency in further education provision.

The Royal Parks collects and computer processes data about its staff and students for various administrative, academic, and health and safety reasons. The Data Protection Act 1998 states that we must gain consent from all applicants prior to processing their personal data, as detailed above. Therefore, we require applicants to sign the below Declaration and Consent to allow us to process their application. Failure to do so will result in The Royal Parks being unable to offer you a place on your chosen course and may withdraw any offer already made.

LSC Data Protection Statement

The LSC is responsible for funding and planning education and training for young people and adults in England and are registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance and statistical and research purposes. Other organisations with which we will share information include, the Department for Education and Skills, Department for Culture, Media and Sport, Capel Manor College, Veolia plc, Turfsoil Ltd, Enterprise plc, Fountains plc, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners.

The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and what they do, can be found at www.lsc.gov.uk/National/Partners/Data and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance improve quality and plan future provision.

The LSC values your views on the education or training you receive and will use these to help bring about improvements for learners in England. Please tick here if you do not wish to be contacted by the LSC or its partners in respect of surveys and research.

The LSC or its partners and The Royal Parks and its partners may wish to contact you from time to time about courses or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities.

Declaration and Consent to Process

I have completed all sections of this form. I have read and understood the data protection statements and agree to The Royal Parks processing my personal data I have provided subject to the conditions therein. I confirm that the information given on this form is, to the best of my knowledge and belief, true and accurate. I understand that if I have given misleading information on this form, this will be sufficient grounds for terminating my employment. I have personally completed the application form.

Applicants Signature

Date

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Diversity Form



Section A: Your details

Name: Forenames: Title:

Date of birth: Gender (Please tick one box): Male: Female:

Where did you hear about this vacancy?

Section B: Disabilities:

The Royal Parks wish to encourage suitably qualified people with disabilities to apply for jobs. All information will be treated in strictest confidence.

Do you have a disability? Yes: No: Prefer not to say:

What is the nature of your disability?

Please give details of any special needs or requirements that you may need us to make if you are invited to interview/offered employment:

Section C: Religion or Belief and Sexual Orientation

Which religion or belief do you most associate with? Please tick one box only.

No religion: Bahai: Buddhist: Christian:

Jain: Jewish: Muslim: Sikh:

Other (specify if you wish): Prefer not to say:

Which sexual orientation do you most associate with? Please tick one box only.

Bisexual: Gay man: Gay woman/lesbian: Heterosexual/Straight:

Prefer not to say:

Gender Identity: (optional) If you identify as transsexual or transgender (in that you have effected a permanent change of gender identity) or as inter-sex, which group do you identify with?

Section D: National Identity and Ethnic Identity

Which National Identity do you most identify with? Please tick one box only.

British or Mixed British: English: Irish: Scottish:

Welsh: Other (specify if you wish):

Which Ethnic Background do you most identify with? Please tick one box only.

Asian:

Bangladeshi Pakistani Indian Other (specify if you wish)

Black:

African Caribbean Other (specify if you wish)

Chinese: Specify if you wish

Mixed ethnic background:

Asian & White Black African & White Black Caribbean & White Other (specify if you wish)

White: Specify if you wish

Any other ethnic background: Specify if you wish