



Job Description

Job Title	Gardener/Handyperson – The Garden House, Ragley Estate
Hours of Work	40 hours per week or sufficient to fulfil your duties
Immediate Supervisors	Dowager Lady Hertford/Alan Granger Chief Executive
Place of Work	The Garden House, Ragley Estate

Requirements

Self motivated, flexible, discreet, reliable, able to prioritise and use own initiative.

Job Summary

- To maintain and care for the 6.5 acres of garden at the Garden House, including mowing of grass, pruning of Shrubs and tending to all garden plants and flowers as required.
 - To undertake any odd jobs and minor maintenance as required.
 - To ensure that the vehicles, including mowers, owned by Dowager Lady Hertford are regularly maintained and cleaned.
 - To read the Gas and Electric meters as required.
 - To Keep clean and tidy the exterior of the House and its immediate surroundings, ie. Window sills, front steps, gravel, swimming pool, etc.
 - To liaise with the Estate Office as and when required.
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Please contact Kim Greenwood at the Estate Office on 01789 768694 or email kimgreenwood@ragleyhall.com for further details and an application form.



Ragley Job Application Form

Please complete this form in black ink in your own handwriting and return it to:-

Kim Greenwood
The Estate Office
Ragley Hall
Alcester
Warwickshire B49 5NJ

Failure to complete this application form fully or correctly will render the application void.

Post applied for:

How did you hear about this vacancy?

website word of mouth local press other

Personal Details

Name

Nationality

Present Address

Post Code

Permanent Address (if different)

Post Code

Work Telephone No

Home Telephone No

Mobile phone No

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Education & Training

Colleges and Universities

From	To	Name of Establishment	Examination & Subject studied	Date & Grade Exam/Award

Schools since age 11

From	To	Name of Establishment	Examination & Subject studied	Date & Grade Exam/Award

Other (including Professional/Vocational Qualifications)

From	To	Name of Establishment	Examination & Subject studied	Date & Grade Exam/Award

Additional Qualifications

(including training courses undertaken and practical skills including IT, etc. Please indicate proficiency)

From	To	Name of Establishment	Examination & Subject studied	Date & Grade Exam/Award

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Additional Information

Please summarise your career to date (direction, achievements, limitations etc.)

What appeals to you about working at Ragley?

What skills and experience would you bring to the job? Please state in order of strength.

Please describe your main leisure activities

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Employment

Your employment history in reverse order (accounting for any time not in employment)

Present or most recent employer

Job Title

Name of Employer

Address of Employer

Post Code

Nature of Employer's Business

Dates Employed

Salary and other Benefits

Reason for Leaving / Seeking Alternative Employment

Your Main Responsibilities

Your Main Achievements

Continued on pg 5...

Previous Employment

Job Title

Dates Employed

Name of Employer

Address of Employer

Post Code

Your Main Responsibilities & Achievements

Reason for Leaving

Additional information - please tick delete as appropriate

Do you hold a full clean driving licence?

 Yes No

Have you made any previous applications to Ragley? Please give full details

 Yes NoHave you ever been convicted of a criminal offence?
(declaration subject to the Rehabilitation of Offenders Act 1974) Yes No

Do you have or require a work permit?

 Yes No

Do you have any connection with Ragley? Please give full details

 Yes No

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What serious illness or medical condition have you suffered in the last five years? Please give full details

Yes No

Do you have any disability, which may require special arrangements being made for you to attend an interview?

Yes No

Please state any dates on which you would NOT be available for interview.

On what date could you take up employment?

Please give below any further information you may wish to bring to our attention

Referees

Please give the names and addresses of two unrelated persons, including wherever possible your present employer or most recent employer. Referees should be able to comment on your ability to perform the job for which you are applying. Please advise you referees that they may be both written to and telephoned. References may be taken up prior to any offer of employment unless you have indicated otherwise below.

Name _____

Position _____

Address _____

Post Code _____

Daytime Tel No. _____

May we contact now? Yes No

Name _____

Position _____

Address _____

Post Code _____

Daytime Tel No. _____

May we contact now? Yes No

To the best of my knowledge, the information given on this form is true and comprehensive. Should I accept employment from Ragley, I understand that it will be on the basis that the truthful completion of this form constitutes part of the terms of contract for my employment.

Signed: _____

Date: _____

Please attach a full CV highlighting any information that you feel relevant to your application.