

Guidance Notes for Applicants Kew Apprenticeship in Botanical Horticulture

The Application Form – Section 1 Personal Details

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae (CVs) alone will not be accepted. However, CVs will be accepted in addition to a fully completed application form.
- Royal Botanic Gardens, Kew is unable to sponsor applicants to work in the United Kingdom. It is the applicant's responsibility to ensure eligibility to work in the United Kingdom for the duration of the appointment; see [United Kingdom Border Agency](#) for latest regulations. All successful applicants called to interview will be required to provide documentary evidence of their right to work in the United Kingdom at interview.
- **You may complete the form on a computer but please use the appropriate headings and format.**

Sections 2, and 3 : Education, Horticultural Qualifications and standards of English language

- Qualifications will be checked at interview. **Therefore, if you are selected for interview please bring the original certificates with you.** List in-house courses and professional qualifications if applicable.
- If you are an applicant for whom English is not your first language, you will need to provide evidence that you have obtained a standard in both written and spoken English, which is academically and internationally recognised. For advice please see www.ielts.org The International Language Testing System

Section 4: Horticultural Employment

- Do not simply list the duties of your horticultural jobs, please give a brief explanation of the main duties of your horticultural employment. If unpaid employment (volunteering) please indicate clearly.
- It is essential that you account for any gaps in employment.

Section 5: Non Horticultural Employment

- Please give a brief explanation of the main duties of your non-horticultural employment. If unpaid employment (volunteering) please indicate clearly.
- It is essential that you account for any gaps in employment.

Sections 6/7/8: Community Involvement, Leisure interests, other training positions

- Community Involvement (including voluntary public service) – please complete if applicable.
- Leisure interests/hobbies (including offices held in social/sports clubs etc. – please complete with relevant information. School Leaves should list all relevant school activities, clubs and memberships.

Section 9: References

- We will require two references – they can be either academic or employment related. In BLOCK CAPITALS please insert your name and the names of each referee as detailed in Section 9 of the application form. Please send the relevant form to your referees and ask them to return the reference to us before the end of March, (it is acceptable to have two academic, two employment or one of each). Note: for the purpose of the reference, volunteering will count as unpaid employment

Section 10: Other information

Please return with your application form:

- An essay of 250-500 words describing why you wish to undertake the Kew Apprenticeship, giving reasons.
- A passport sized photograph of head and shoulders, attached to the front of this form. This will be stored on the personnel file of successful applicants.

Please return your Application Form to:

**The Apprenticeship Coordinator, Hardy Display, Royal Botanic Gardens, Kew, Richmond, Surrey
TW9 3AB**