

Willow Cottage Nurseries

Guidance Notes on How to Apply for a Vacancy

We are delighted that you wish to apply for a position with our Nurseries and would like to take this opportunity to explain our recruitment procedures to you and explain how to apply.

We are a professional run private childcare nursery business where the children's care and development come first. We want to attract and retain staff that are looking for a career in childcare. Our current staff are either qualified or committed to training for qualifications to NVQ Level 3 since it is proposed by the government that it will become a legal requirement for all staff to have NVQ Level 3 or above by 2011.

1. Please read/download the Job Description/Person Specification for the vacancy you are interested in, which will give you details about the duties that the job holder will have to perform and the qualifications, experience and qualities we are looking for in any application. If you meet our criteria, please read (2) below which will help you decide if you want to apply.
2. If you are applying for childcare vacancies please check:-
 - (a) the location of the Nursery. If you do not have a car, check how you would travel to work and the time it would take you to see if it is suitable for you

If you can commit to the above then read (3) below before starting the process of application.

3. By law all applicants must be able to provide evidence of their Right to Work in the UK and if you are interviewed you will be asked to provide original documentary evidence, which will be photocopied and kept on your file. Please read/download the document on "**Right to Work in the UK**" so that you know what is required.
4. If you meet our criteria in the job description and can comply with (2) and (3) above then please download and complete the Application Form **by hand in full** and return to the address given at the foot of the last page. Please note that there are 2 versions of page 3 in the form and dependent upon which vacancy you are applying for (childcare or non-childcare) you should ensure that you complete the one that is applicable to you.
5. As part of our screening process you will be contacted by phone to confirm details on your application form, such as your Right to Work in the UK. Would you please ensure that you put on a telephone number on the application form where we can contact you during the day.
6. After the telephone call we will then invite successful applicants for a face to face interview at one of our nursery locations. This interview will review your

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application and go through a standard set of standard questions that all applicants will be asked.

7. Successful applicants from the first interview will be requested to attend a second stage interview. If you are applying for an Assistant Nursery Practitioner level you may be asked to come along for a Workplace Assessment, which will give you the opportunity to visit one of our Nurseries and spend time with the staff who are currently doing the job and with the children. This will give you the opportunity to see if the job is right for you.
8. Whether you attend for a second interview or a Workplace Assessment you should bring with you your original qualification certificates and evidence of your Right to Work in the UK. We need to see the originals and we will then take a photocopy for our files. If you are unsuccessful at interview this documentation will be confidentiality destroyed.
9. Finally, if you are offered a job with us you will receive a formal contract and a copy of our Staff Handbook. You will need to sign and return one copy of the contract before you can join us.

Please download this document and use it as a checklist to help you through the process.

Finally, we would like you to know that we are an equal opportunities employer and will select applicants for interview based on their ability to do the job. We will not discriminate based on age, race, colour, ethnic or national origin, religious beliefs, sex, gender, gender reassignment, marital status or disability.

Thank you for taking the time to read through this Guidance. We hope you found it helpful and we welcome any feedback that you may have to improve this for the future.

Completed Application Forms should be sent to us at:-

Recruitment Department
Willow Cottage Nurseries
11 Hids Copse Road,
Oxford
OX2 9JJ