

Willow Cottage Nurseries

Application for Employment

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.

Private and Confidential

Return complete, sign and return to:
Recruitment Department,
Willow Cottage Nurseries,
11 Hid's Copse Road, Oxford OX2 9JJ

Position applied for

Personal Contact Details

Home Tel No:

Mobile No :

Email Address :

Surname

Forename(s)

Address

It is a legal requirement that you are over 17 years old. Please confirm that you are you over 17.

Yes/No

Do you hold a Current Driving Licence?

Yes/No

Details of Endorsements

Details of your education

Qualifications Attained, with grades

Schools

Colleges/Universities

Other training undertaken which is relevant to the position applied for

Willow Cottage Nurseries

Employment History

From - To	Name and Address of employer	Job title and duties	Start/Finish Salary	Reason for leaving

Notice required in current post:

References

Please note here the name and addresses of two persons from your previous employment who would be able to give you a reference. **We do not require character references unless you are a student.**

1. Name Address Tel No: Email Address:	2. Name Address Tel No: Email Address
--	---

Willow Cottage Nurseries

Other

If you do not have any NVQs in Childcare or relevant qualification, could you please describe what qualities or attributes that you would bring to the job and why you are interested in applying.

Criminal Record

Please note any criminal convictions except those "spent" under the Rehabilitation of Offenders Act 1974. If none please state none.

As part of the selection procedure you will be required to undergo a Criminal Records Bureau check. By signing this application form you agree to undergo this check.

General Comments

Please give at least one example from your past experience of how you have helped the personal development of a child in your care. This could be your own child, a younger sibling, or be in work related situation.

Willow Cottage Nurseries

Health Details

Do you have a disability that would need to be considered in relation to the job applied for? Yes/No

If Yes, please advise what reasonable adjustments we would need to make to accommodate your disability. Are there any special requirements that we would need to make if you are selected for interview?

Please list any diseases, disorders, allergies, muscular or muscular skeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and / or receiving.

Please list all absences from work in the past 12 months and the reasons for such absences.

Declaration (Please read this carefully before signing this application)

I declare that:-

1. I have completed this application form myself.
2. The above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered
3. If required as part of the job, I agree to submit to any "Fit Person Assessment" required by OFSTED.
4. Should further medical information be required, that I will give my permission for you to contact my GP for a medical report.
5. I agree that a CRB check can be made in relation to the application for this job.

Signed

Dated

For Office Use Only

First interview date and notes:

Second interview date and notes:

Offer Letter: Y / N

Rejection letter: Y / N

Acceptance: Y / N

References: Y / N

PASS TO ADMIN:

DEAD FILE/ NEW FILE