



Woodcote Green  
GARDEN CENTRE & NURSERIES

# Application Form

**Step 1:** Download a copy of the application form using the top-right button as shown below. (We recommend you save it to your desktop)



**Step 2:** Open the application form in Adobe Reader and complete. For the latest version of Adobe Reader click [here](#).

**Step 3:** Once you have completed the application form you will need to sign it. Use the 'Sign' tool which can be found above the application form.



**Step 4:** Now save your application form and attach it to an email with your covering letter and send it to [hr@woodcotegreen.com](mailto:hr@woodcotegreen.com)

Alternatively you can print the application form out, fill it in by hand and then either scan and email it with a covering letter to [hr@woodcotegreen.com](mailto:hr@woodcotegreen.com) or bring it direct to us at Woodcote Green.



# Woodcote Green

GARDEN CENTRE & NURSERIES

## Application Form

The information provided on this form will help us to assess your suitability for employment with Woodcote Green Garden Centre & Nurseries. Please answer the questions fully and clearly. Any information you provide will be treated with the strictest of confidence and will not be used in any other way apart from assessing your suitability for employment with us.

### PERSONAL DETAILS

Surname:	(Mr/Mrs/Miss/Ms):
Forename (s):	Date of birth:
Address:	
Telephone Number:	Mobile Number:
Email Address:	

Do you own a car?	Yes No	Do you hold a current driving license? (please tick as appropriate).	Full No	Provisional Other
Any endorsements?	Yes No If yes, please give details:			
Have you been convicted of any criminal offences, which are not yet spent under rehabilitation? (Offender Act 1974)	Yes No If yes, please give details:			
National Insurance Number:				

### HOURS OF WORK

Are you seeking Full-time or Part-time employment?	Full-time	Part-time
Are you willing to work Weekends and Bank Holidays?	Yes	No

Please state the days / times you will be available to work (Shifts vary from 8am – 9pm dependent on seasonality. Please refer to our website opening times for seasonal hours)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Earliest time available:							
Latest time available:							

Total hours available to work each week: Minimum: Maximum:

If you are currently employed, how much notice does your employer require?

Have you got any holiday booked in the next 6 months? Yes No  
If yes, please state dates:

### EDUCATION (most recent first)

If necessary, please continue on a separate sheet and attach securely to the application form.

Dates: (To-From)	School, College, University etc:	Examinations, Subjects and Results:

**EMPLOYMENT HISTORY** (if applicable)

Start with your current employer and work backwards, leaving no gaps. Please include details of paid and unpaid work. Continue on a separate piece of paper if required.

Employers name, address and type of business:	Dates of employment: (From-To)	Position held and responsibilities:	Salary and benefits:	Reasons for leaving:

**TELL US ABOUT YOU**

What can you contribute to our company? What skills, qualities and experience do you have that will make you a positive and valuable addition to our team (if relevant, give examples from your personal life). If necessary, please continue on a separate sheet and attach securely to the application form.

Do you have any further information that you think would support your application? If necessary, please continue on a separate sheet and attach securely to the application form.

**ASYLUM AND IMMIGRATION ACT 1996**

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. All applicants will therefore be requested to produce appropriate documentation before any appointment is made (details of the appropriate documentation available on request).

Are you legally entitled to live and work in the United Kingdom and able to produce documentation.

Yes                      No

Do you require a work permit?    Yes                      No

If yes, please give details:

**RIGHT TO SEARCH**

It is our company policy to carry out random searches on staff. If asked would you consent to be searched by a manager with a witness present?    Yes                      No

If not, for what reason?

### REFERENCES

It is Company policy to take references. Please give details of two people (not relatives) whom we may approach for references. Preferably two references should be from a previous employer (where applicable). For students at least one reference must be from either your school or college:

Name:	Name:
Relationship:	Relationship:
Address:	Address:
Postcode:	Postcode:
Phone Number:	Phone Number:

All appointments are made subject to satisfactory references; we reserve the right to contact any previous employer to seek references.

### EMERGENCY CONTACT DETAILS

Full Name:	Relationship:
Address:	Contact Number (s):

Please note that all application forms are kept on record at Woodcote Green for 6 months, then destroyed. Should you wish for your application to be destroyed immediately once you know the outcome (i.e. should your application not be successful) then please tick the following box.

### DECLARATION

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel / employee administration purposes in accordance with the Data Protection Act 1988 and the General Data Protection Regulation EU 2016/679, including any future amendments. In addition, in accordance with this legislation, this information may also be used for the prevention and detection of fraud and crime.

**WARNING:** Any person appointed to the Company having given false information will be liable to dismissal without notice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_