



Otter Nurseries Ltd, Gosford Road, Ottery St. Mary, Devon. EX11 1LZ Telephone: 01404 815815
Otter Nurseries of Plymouth, Chittleburn Hill, Brixton, Plymouth. PL8 2BH Telephone: 01752 405422
Otter Nurseries of Torbay, Moles Lane Marldon Paignton Devon, TQ3 1SY Telephone: 01803 873056
Otter Nurseries Plant Centre of Lymington, Milford Road, Efford, Lymington, Hampshire. SO41 0JD
01590 678679
Otter Nurseries Wincanton Garden Centre, Bruton Road, Charlton Musgrave, Wincanton, Somerset,
BA9 8HA 01963 33134
Email otter@ottergardencentres.com Website: www.ottergardencentres.com

Application for Employment

Position applied for _____

Please give days per week, hours and dates available to work _____

1. PERSONAL DETAILS

First Name/s _____ Last Name _____

Address _____

Post Code _____

Telephone Numbers

Daytime _____ Evening _____ Mobile _____

Email address _____

2. EMPLOYMENT HISTORY - Present or most recent employer

Name of employer _____

Job Title _____ Salary _____

Dates from / to _____

Period of notice / date available to start _____

Key responsibilities _____

Reason for seeking new position / leaving _____

3. PREVIOUS EMPLOYMENT

Please start with the most recent *including any unpaid or voluntary work*. Continue on a separate sheet if necessary or enclose a copy of your CV excluding your date of birth.

Job title & brief outline of duties	Name and address of employer	Dates from - to (month & year)	Reason for leaving

Please give details and an explanation of any gaps in your employment history:

4. EDUCATION, TRAINING & DEVELOPMENT

Name of institution	Full / part-time and Year attended	Courses / subjects taken	Qualifications / grade

Secondary school/college/university/apprenticeship *including current studies, with the most recent first*

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any relevant learning and development. Please include dates. (e.g. short courses, first aid, computer skills, work-based NVQ etc, and any current courses.)

5. ADDITIONAL INFORMATION

Do you have a disability? Yes
No

We require this information to enable us to establish whether you will be able to comply with a requirement to attend an interview and/or to establish whether we are or will be required to make any reasonable adjustments in connection with a requirement for you to attend an interview.

Are you eligible to work in the UK? Yes
 No

Do you require a work permit? Yes
No

Do you have your own transport? Yes
No

Have you previously worked for Otter? Yes
No

If yes, give details

6. REFERENCES

Please give details of two referees, one of whom should be your most recent employer.

If you are in, or have just completed full-time education, one referee should be from your school, college or university.

References will not be taken up before an interview or offer of employment, without your consent.

Name	Name
Address	Address
Tel No.	Tel No.
Email	Email
Occupation / relationship	Occupation / relationship
How long have they known you?	How long have they known you?

Do you have any criminal convictions or cautions?

Yes

No

We do not expect applicants to disclose spent convictions unless the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

If yes, give details

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature _____ Date _____

Where did you see the advertisement for this post? _____
