

**COOLINGS NURSERIES LIMITED  
EMPLOYMENT APPLICATION FORM**

**POSITION APPLIED FOR**

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**The Gardener's Garden Centre, Rushmore Hill, Knockholt, TN14 7NN**

**Green and Pleasant, Main Road, Knockholt, TN14 7LJ**

  


Coolings aim to create an environment of exceptional customer service. Our desire is to develop a motivated team, developed to their full potential, working in a friendly stimulating environment.

**When completing this form please use a pen with either black or blue ink.  
If you have any difficulties filling in this form, please let us know.**

**Please return your completed form to:**

**Jane Hopson  
The Gardeners Garden Centre  
Coolings Nurseries  
Rushmore Hill  
Knockholt  
Sevenoaks  
Kent TN14 7NN.**

**Tel Number: 01959 532269  
Fax Number: 01959 534092**

**Email: [janehopson@coolings.co.uk](mailto:janehopson@coolings.co.uk)**

Which areas of the business are you interested in? Please tick

Lifestyle and Gift Shop	<input type="checkbox"/>	Production Nursery	<input type="checkbox"/>	Plant sales	<input type="checkbox"/>
Garden Shop	<input type="checkbox"/>	Catering	<input type="checkbox"/>	Administration	<input type="checkbox"/>

Please indicate the maximum number of hours you can work each week: .....

Type of contract: Full-time  Part-time  Temporary/Seasonal

When are you available for an interview? .....

Do you have any holidays booked? (please give dates) .....

**About You**

Title: .....

First Name (s): .....

Surname: .....

Address: .....

..... Postcode .....

Telephone Number: Home: .....

Mobile: .....

(if convenient) Work: .....

Email Address: .....

**Education and Training**

**Do you have any qualifications relevant to the role?**

Details and results of any examinations taken

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Further education (e.g. technical college, evening classes, trade qualifications)

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Any other training

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**Employment History**

**Please include any key tasks you have done and the skills you have used and or learned in your current or past jobs which you believe would be most relevant to Coolings.**

**Current/Most Recent Employment**

Current/most recent employer .....

Job title .....

Duties/key tasks and skills .....

Date employed: from .....  
to .....

Reason for leaving .....

Period of notice required for your current employer .....

**Previous Employment**

Please tell us about any other key skills or tasks you have done in previous jobs

Employer/Job Title	Dates From/To	Key Skills or Tasks	Reason for Leaving

Have you had any periods of continuous unemployment of more than 12 months?

If so, please state when .....

How will your skills and experience benefit the Coolings Team? .....

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 .....  
 .....

Why do you think you will enjoy working at Coolings? .....

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**Pastimes**

Do you have any non-work activities you are involved in which you feel show important things about you?

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 .....  
 .....

**References**

Please give the names and addresses of two persons as referees who might be able to tell us more about you. Ideally one should be your most recent employer or head teacher/tutor. The other should be someone who knows you but is not a friend or close relative. No approach will be made to your present or previous employers before an offer of employment is made.

Name: .....

Name: .....

Business/Tutor: .....

Relationship: .....

Address: .....

Address: .....

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.....

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Postcode: .....

Postcode: .....

**Health**

Do you have any disabilities or health issues which might affect your application? **Yes / No**

Please tell us if:

- a. there are any reasonable adjustments we can make to assist you in your application
- b. there are any reasonable adjustments we can make to the job itself to help you carry it out

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**Criminal Offences Declaration**

Have you:

**Yes    No**

- |                                                                       |                          |                          |
|-----------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Been convicted of a dishonest or theft - related criminal offence? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Been charged with any serious convictions?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Any prosecution pending?                                           | <input type="checkbox"/> | <input type="checkbox"/> |

If yes to any of these, please give details: .....  
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**How Did You Hear About Us?**

Was your application prompted by a friend or relative who currently works at Coolings?

If so, please give their name and relationship .....

Did you see an advertisement? If so, please give details.....  
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**Equal Opportunities**

Coolings is unreservedly opposed to any form of discrimination being practised against its employees or potential employees on the grounds of their race, creed, gender, sexual orientation, marital status, physical disability, age or religious persuasion.

We will ensure that procedures are implemented fairly and that no one will be disadvantaged in the areas of recruitment and selection. The sole criteria for selection is the suitability of any applicant for the job.

**Thank you for completing this form.** We wish you well with your application. Before signing it, please be sure to read through carefully and check that you have filled in all of the sections.

- 1. I acknowledge that all the information I have provided is complete, correct and not misleading.
- 2. I understand that any offer of employment is subject to the receipt of satisfactory references and give permission to approach referees and previous employers to obtain references.

**SIGNED:** .....

**DATE:** .....