

# Morley Nurseries (Wakering) Ltd.

Southend Road, Great Wakering, Essex. SS3 0PU

t. 01702 585668

f. 01702 584585

e. enquiries@morleynurseries.co.uk

www.morleynurseries.com

## GENERAL EMPLOYMENT APPLICATION FORM

### PERSONAL DETAILS

SURNAME (MR/Mrs/Miss/Ms/other):	
FORENAMES:	
CURRENT ADDRESS:	POSTCODE:
EMAIL ADDRESS:	
TEL HOME:	
TEL MOBILE:	
DATE OF BIRTH:	
NATIONAL INSURANCE NUMBER:	

### YOUR APPLICATION

Position sought:	
How did you hear about this vacancy?	
Please give details of salary range required for a 40 hour week over 7 days:	

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## EDUCATION DETAILS

Name of School or College	Date From	Date To	Month/Year of Examinations	Subject 'level' and Grade

**Please give details of any certificates, short courses, evening classes or any other training you have undertaken that you think may be relevant to working at Morley Nurseries.**

(e.g. forklift license, plant knowledge, food Health & Hygiene certificates, coffee making, baking, till and cash handling experience)

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## EMPLOYMENT HISTORY

Starting with the most recent

Name/Address Company	Position held/ responsibilities	Date From	Date To	Salary	Reason for leaving

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## EMPLOYMENT DETAILS CONTINUED

What is your current notice period?	
Please give details of any breaks in your employment:	
How many days sickness have you had in the last 2 years:	
Please give the names and contact details of 2 referees, preferably your present employer or course tutor:	Referee 1:
	Referee2:

## OTHER INFORMATION

Do you have a current driving license?	
If yes, do you have any endorsements? (If so please give details)	
Do you need a work permit?	
What is your ethnic origin?	
Have you ever been convicted of any criminal offence which is not a 'spent' conviction? (if yes please give details)	
Do you consider yourself to have a disability? If so, do you require any modifications of equipment or areas in the work place before interview?	
Do you have any condition that might affect your ability to carry out manual handling tasks? (if yes please give details)	
If asked, will you agree to a medical examination?	



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## OTHER INFORMATION CONTINUED

Please give details of any hobbies, interests and pastimes and any responsibilities or offices held

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## SUPPORTING INFORMATION

Please provide information in support of your application. This should include relevant experience and training and why you feel you should be considered for this post.

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(continue on another sheet if necessary)

**Morley Nurseries is an equal opportunities employer.**

### DECLARATION:

To the best of my knowledge and belief, the information I have given is both true and correct in every respect. I understand that withholding or mis-stating any facts which may be relevant to my employment may result in the refusal or termination of employment.

Signature

Date of Application

Please note that information from this application may be processed for the purposes registered by the company under the Data Protection Act 1998. Individuals have the right of access to personal data concerning them. You hereby consent to the company recording data and disclosing information contained on this application form to third parties, as appropriate.

Please return to Human Resources at the address above or email to [hr@morleynurseries.co.uk](mailto:hr@morleynurseries.co.uk)