



# APPLICATION FORM

Thank you for your interest in joining one of the most popular and visited leisure attractions in the region. Our vision is to deliver Carefree Good Fun to all our customers, and our friendly team are core to helping Willows Activity Farm being the award-winning attraction that it is.

Please ensure that you complete this application form clearly and in full before returning it by post to **Recruitment, Willows Activity Farm, Coursers Road, London Colney, Hertfordshire AL4 0PF**. Alternatively, you can email a copy of your completed form to **jobs@willowsactivityfarm.com**.

**Please note:**

Our 'Dressed for Service' standards do not allow for visible tattoos on members of staff working at Willows Activity Farm. We also have a *Dressed for Service* standard for piercings and hair colour in addition to uniform and personal grooming requirements. If you wish to check that you are able to meet our *Dressed for Service* standards before applying, please telephone 01727 822106.

Willows' health and safety policy requires employees to be at least 16 years old **and** of school leaving age. A person will reach statutory school leaving age on the last Friday of June in the academic year (which starts on 1st September) in which they turn 16. Many of our positions have additional minimum age requirements.

**Position Applied for:**

**Personal Details:**

Title:	Surname:	Forenames:
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Address:

Postcode:

Telephone (Home):	Telephone (Mobile):
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Please state best time to contact you by phone:

Email address:

Are you at least 16 years old **and** of school leaving age? Yes  No  (please tick)

**For applicants aged 16 years only** - please advise your date of birth:

*Due to Willows' health and safety policy, we need to check that you are of statutory school leaving age before considering your application any further.*

Do you hold a current driving licence? Yes  No  (please tick)

Do you have a UK bank account? Yes  No  (please tick)

*If successful you must have a bank account in your own name.*

Do you have a UK National Insurance number? Yes  No  (please tick)

*If successful you must have a UK National insurance number.*

Are you eligible to work in the UK without a work permit? Yes  No  (please tick)

*You are eligible to work in the UK without a work permit if you are a British citizen, an European Economic Area (EEA) citizen or a Swiss national.*

Name: \_\_\_\_\_

**More about you:**

Are you currently in full time education? Yes  No  (please tick)

Please give brief details of your education e.g. examination grades, courses completed, subjects currently being studied.

Please tell us about any previous jobs and/or work experience (use an extra sheet if necessary).

Why do you want to work at Willows Activity Farm?

Willows delivers carefree good fun by showing exceptional customer service with care and respect for our customers. Please give an example of an occasion when you've given or received exceptional customer service, or gone that extra mile to make a difference.

What skills and qualities can you bring to help us continue providing exceptional customer service?

Please give an example of a problem you have handled, how you dealt with it and what you learnt from it.

Name: \_\_\_\_\_

**Additional information:**

Do you know anyone currently employed by Willows Activity Farm? Yes  No  (please tick)

If Yes, please declare their name and relationship to you:

*We are asking this to identify potential conflict of interests in the recruitment process and, if successful, your employment. We may need to make adjustments to ensure fairness, transparency and impartiality, and where significant conflicts of interest exist it may be necessary to exclude the application.*

Do you have a disability or any special requirement that we should be aware of in order to support you during the recruitment process and, if successful, at work? Yes  No  (please tick)

If Yes, please provide details below:

*We will make reasonable adjustments to the recruitment process and, if you are successful, to your work provided we are aware of your requirements and you are still able to meet the essential requirements for the position.*

Do you have any convictions that are not currently spent under the Rehabilitation of Offenders Act 1974? The term ‘conviction’ is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick “No”.

Yes  No  (please tick)

**Important:**

The presence of an unspent conviction will not necessarily prevent you from being employed in the position above. Willows will consider whether the conviction is relevant to the position and is a cause for concern, and you will be given an opportunity to discuss any concerns before a final decision is made on your suitability for the role.

If Yes, please provide details of the offence dates, dates of conviction/caution, offence types and sentences received. The details should only refer to unspent convictions, and should be provided in a separate document enclosed in an envelope and attached to this form.

**Availability to work:**

Please state the hours you are available to work:

If you have to work a notice period, how long this is?

Do you have any holidays booked or periods for exams when you are not available to work?

**Other relevant information**

Please tell us if there is anything else you think we should know that is relevant to your application.

Name: \_\_\_\_\_

### References

Any position offered will be subject to receipt of satisfactory references. Please therefore provide details of 2 people who we may approach for references, at least one of whom being your most recent employer, or if you haven't worked before your school/college tutor. Any referees who are not employers or tutors must have known you for at least 2 years and must not be a family member. We will not contact these references until a job offer has been made.

Name:	Name:
Address:	Address:
Email:	Email:
How do they know you?	How do they know you?

### Basic pay band

Your position may be covered by our basic pay structure which is based on the age bands set out in the national minimum wage legislation as permitted by the Equality Act 2010. Advising your age band below will help us offer the correct rate of pay if you are successful and does not affect the recruitment process or your employment rights.

16-17 years     18-20 years     21-24 years     25 years plus     (please tick)

### Where did you hear about this vacancy?

Willows' website     Facebook     Other (please state)     (please tick)

### Data protection

The information that you provide on this form will be handled and stored according to current EU and UK legislation in respect of your personal data. All records from the recruitment will be held for six months after which they will be destroyed, except for those who are successful applicants. If you would like to know more about our recruitment and employee data protection policy, please contact [veronica@willowsactivityfarm.com](mailto:veronica@willowsactivityfarm.com).

### Declaration

I confirm that the above information is complete and correct, and understand that any information provided that is found to be deliberately omitted or inaccurate may result in the withdrawal of an offer of employment or dismissal. I understand that any position offered will be subject to satisfactory references and proof of the right to work in the UK, and where applicable satisfactory criminal record checks. I consent to my personal data being held and used in accordance with your data protection policy.

Signature:	Date:
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### Office use only

Interview: Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason:
Called for interview:	Outcome:
Interview email sent:	Outcome:
Job offer email sent:	Outcome: