



Bordon Hill Nurseries Ltd
Bordon Hill Nurseries
Stratford-upon-Avon
Warwickshire. CV37 9RY
Tel: 01789 292792
Fax: 01789 298894

November 2008

Forklift/Stock Controller Vacancy (Fixed-term contract until September 2009)

Thank you for your enquiry regarding the Forklift/Stock Controller vacancy.
Enclosed is an application pack containing:

1. Application Form
2. Person Specification
3. Job Description
4. An Equal Opportunities Monitoring Form

Please complete and return the Application Form and Equal Opportunities Form to the above address by Thursday 4th December 2008.

Yours faithfully

Mrs Michelle Dale
HR Officer

Enc.



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Job Application Form

PLEASE COMPLETE IN BLOCK CAPITALS

Title of Job you are applying for	
Where did you see this Job advertised?	

Personal Details

Surname	
First Names	
Title (Please circle)	Mr/Mrs/Ms/Miss/Other (Please state):
Home address	
Postcode	
Home Telephone Number	
Daytime Contact Number	
Mobile Number	

Are you a UK or EU Citizen?	Yes/No (Please circle as appropriate)
National Insurance Number	
Do you hold a valid UK driving Licence?	Yes/No (Please circle as appropriate)

Have you ever worked for Bordon Hill Nurseries Ltd or Findons before? (If yes please give details under employment history)	Yes/No (Please circle as appropriate)
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If offered the job, when would you be able to take up the position? (period of notice required by your current employer)	
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Education

Secondary Schools		
Dates	Names of Schools attended	Examinations taken and passed

University/College Education		
Dates	Names of college or University and subjects studied	Examinations taken and results

Technical/Professional/ Occupational Training (including apprenticeships, day release courses and company courses)		
Dates	Names of college, company or institute and subjects studied	Qualifications

Employment to date

Please give details of positions held putting the most recent first					
Date From	Date to	Name of Employer	Position	Leaving Salary	Reason for Leaving

Career to Date	
Please give concise relevant details highlighting areas which you would consider to be in support of your application	
Signed	
Dated	

Other Information

Do you know of any medical reason or other reasons which could effect your ability to undertake the duties and responsibilities of this appointment? (If yes, please give description)	Yes/No (Please circle as appropriate)
Please note that the successful candidate will be required to complete a medical report form and may be required to take a medical examination	

Do you wish to declare a disability?	Yes/No (Please circle as appropriate)
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Do you have any criminal convictions?	Yes/No (Please circle as appropriate) If yes, please provide details
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Referees

Please provide details of 2 referees. (One should be your present or most recent employer, if applicable)	
Referee 1	Referee 2

Declaration

Please return your form to the address shown on the front of this application no later than the date stated in the advertisement.	
I certify that the information given on this application is truthful and correct.	
Signed	
Dated	



Job Description (November 2008)

Job Title: Forklift/Stock Controller

Salary: £6.88 per hour – Fixed-term contract until September 2009.

Department: Production

Site Based: Bordon Hill, Stratford-upon-Avon

Responsible to: Production Assurance Manager

The following information on the position of includes but is not limited to the details contained herein.

Main Activities, Duties & Responsibilities:

Forklift driver

- Taking pallets to the germinator promptly after sowing
- Dating of pallets and removal to appropriate area when instructed
- Moving pallets of materials to appropriate work area
- Unloading of delivery lorries and checking against delivery note
- Keep palletised material storage tidy and rotate stock
- Monitoring stock of bottled gas
- Storage of recycling materials
- Available for out of hours deliveries
- Reporting of forklift servicing/maintenance requirements
- Any other forklift operations

CAT driver

- Emptying green waste pit to compost heap and turning heap
- Moving ash from Boiler heap
- Unloading of large items from delivery lorries
- Daily check of vehicle (if first to use it)

Other

- Coding of Modiform deliveries and recording usage
- Stock take of materials and monitoring of usage
- Communicating to transport manager requirements to go to off sites
- Involved in the development of the raw material stock control system
- Emptying skips into compactor and monitoring usage
- Management of pallets
- Able to assist with Banksman duties on the loading dock

Other Responsibilities:

To accept other duties associated with general nursery work.

To carry out any reasonable tasks when asked to do so.

General information:

Bordon Hill Nurseries Ltd are one of Britain's leading producers of young plants. We operate from three sites in the Warwickshire and Worcestershire area with the main operating site being based in Stratford-upon-Avon. We became part of Ball Horticulture Ltd in August 2007.

Relationships:

The position will have close working relationships with other members of staff in the Production and maintenance areas; and also managers from various different production departments and other sites.

Contact with outside organisations will be required.

Hours of work:

The normal hours of work are 7.00am to 3.30pm Monday to Thursday and 7.00am to 2.30pm on Fridays with 30 minutes for lunch, a total of 39 hours per week. Weekend working may be required.

This position may include additional hours to ensure all duties are completed in a timely manner and deadlines met.

Paid annual leave:

32 days holiday per annum including public holidays.

Personal benefits:

Discounted prices on plant orders

Healthsure cashback scheme (after qualifying period)

Group Person Pension contributions (after qualifying period)

Company Sick Pay Scheme (after qualifying period)

Prospects:

There is opportunity for career advancement within the organisation.

Bordon Hill Nurseries Ltd is committed to the training and development of its staff and is IIP accredited.



Equal Opportunities Monitoring

Applicant (name)	
Post Applied For	

FOR OFFICE USE	
Date Received	
Our Ref	

Are You?:

Male (Y/N)
 Female (Y/N)
 Age (years)
 An EU Resident (Y/N)

If Resident - How Many Years (years)

Ethnic Origins

Are You?:
(please tick appropriate box)

Black - African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other (please specify) <input style="width: 100%; height: 50px;" type="text"/>
Black - Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	
Black - Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>	
White	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	
Mixed Origin	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>	

Disability

Do you consider that you have a Disability? (Y/N)

Please briefly describe your disability.

Describe briefly any aids or workplace adjustments that may be necessary to help carry out your duties at work.

If you have a disability, please describe any arrangements that would help you if you were called for interview

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