

Official Use Only	Application Date _____	Staff Initials _____
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Job Description

Sales Assistant You are confident, friendly, with excellent English. Your duties and responsibilities are varied, and day-to-day include: serving customers, in person, on the phone & web, using computerised till and payment systems, unpacking & displaying stock, using ladders, pricing goods, cleaning, paperwork & filing, some carrying and lifting of stock, inc. furniture & accepting deliveries. You will be expected to maintain a good knowledge of the goods in the store. Dress code is reasonably smart, & you will be required to wear an apron, which we will provide. **Hours** 10 am to 6 pm, 11-5 Sundays. 45 minutes lunch unpaid. Full details in staff handbook. **Pay** £43.50 per day before tax (£6 p/h), paid monthly in arrears.

Personal Information

First Name/s _____	Last Name _____	Phone _____	Mobile _____
Address _____		email _____	
Post Code _____	National Insurance No. _____	Date of birth _____	

How many days a week are you available to work? _____ Days.

Days you are available Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Prior to employment, you will be required to submit verification of your identity and legal right to work in the United Kingdom. Do you hold a UK passport?
 Yes No, Nationality _____

Do you have a work permit?
 Yes - Details _____
 No _____

Do you suffer from any illness, condition, injury and/or disability which may prevent you from heavy lifting?
 Yes
 Details _____
 No

Have you ever been sacked by a previous employer?
 Yes
 Why? _____

 No

Have you ever been convicted of a crime?
 Yes
 Details _____
 No

Skills

Please specify any skills relevant to the position for which you have applied.

What have you least liked about previous jobs

3 Previous Employer References

Company		
Address		
Supervisor Name		
Supervisor Phone N°		
Your Job Title		
Dates Employed		
Salary		

Signature of applicant _____ **Date of Application** _____