

**Official
Use Only**

Application Date _____

Staff Initials _____

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 _____