

**Official
Use Only**

Application Date _____

Staff Initials _____

Job Description

Sales Assistant You are confident, friendly, with excellent English. Your duties & responsibilities are varied, & day-to-day include: serving customers, in person, on the phone & web, using computerised till & 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. Lunch 45 mins except Saturdays 30 mins - unpaid. No lunch Sundays. Full details in staff handbook. **Pay** £7.20 per hour gross, 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** _____