

Job title: **Temporary Indoor Sales Assistant**

This is a temporary position until 30th June 2022. The position includes working alternate weekends and some Bank Holidays. The working pattern is 8 days per fortnight on a rota basis, although the actual days are still to be confirmed.

Hours of work

Monday to Saturday

10.00am to 4.00pm

We have a late night opening on a Tuesday, the Garden Centre closes at 7.30pm. You will be required to work 1.30pm – 7.30pm on a Tuesday on a rota basis.

Sunday

10.15am to 4.30pm/4.45pm

Personal skills & Requirements

As being a sales assistant requires a lot of customer interaction, being helpful and polite is a vital requirement, in addition to this you will need

- To enjoy working with the public
- To have good communication skills
- To be physically fit as the work requires being on your feet for most of the day and requires stock to be lifted
- To be able to work as part of a team
- To have a confident manner
- To be flexible
- To have had retail experience including till work
- To have a good understanding of the indoor products a Garden Centre sells, plus knowledge of the outdoor products would also be useful

Relevant training will be given

Main Responsibilities & Duties

- To give help and advice to customers.
- To work on the check out and information desk as per the rota.
- To price new stock
- To have an understanding of the EPOS system, RF scanners and label printer and to keep up to date with any changes or new introductions with the system.
- To assist with maintaining the cleanliness and high standards of the Garden Centre, this includes dusting the stock and shelves, sweeping up, vacuuming and general cleaning and tidying up
- To be aware of Health and Safety and security matters and be prepared to be vigilant at all times
- To maintain a good knowledge of the products within your normal working area and to maintain a basic knowledge of the products within the Garden Centre.
- It is essential that good communication is maintained at all times with customers, fellow employees and the management.

This list is not exhaustive and as part of your job you may be asked to carry out some duties that are not listed.

Completed application forms, CV and covering letter to be returned to:

*Mrs H Jones
Dean's Garden Centre
Stockton Lane
Stockton-on-the-Forest
York. YO32 9UE*

*This job advert will close as soon as sufficient applications have been received.
If you are interested please apply as soon as possible.*

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

OFFICE USE:
INTERVIEW YES/NO
DATE.....



PLEASE COMPLETE IN BLOCK CAPITALS

POSITION APPLIED FOR:.....WAGE/SALARY EXPECTED:.....

NUMBER OF HOURS REQUIRED/APPLIED FOR:.....

TITLE: MR/MRS/MISS

SURNAME:..... FIRST NAMES:.....

ADDRESS:..... IS THIS YOUR PERMANENT ADDRESS? YES..... NO.....

..... ARE YOU A U.K CITIZEN? YES..... NO.....

..... ARE YOU ELIGIBLE TO WORK IN THE UK? YES..... NO.....

POSTCODE:..... PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY

TEL NO:..... NAME..... TEL NO.....

MOBILE NO:..... RELATIONSHIP:.....

E-MAIL:..... ARE ANY RELATIVES OR FRIENDS EXISTING EMPLOYEES?

N.I NO:..... IF YES, WHO?.....

WHERE DID YOU SEE THIS VACANCY ADVERTISED?.....

EDUCATION AND TRAINING

RESULTS OF EXAMINATIONS TAKEN AT SECONDARY SCHOOL

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FURTHER EDUCATION (COLLEGE, EVENING CLASSES ETC AND QUALIFICATION)

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ANY NON-QUALIFICATION COURSES ATTENDED INCLUDING OPERATIVE TRAINING

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EMPLOYMENT HISTORY – Please account for any gaps in your employment history

LAST OR PRESENT EMPLOYER	JOB TITLE AND DUTIES	REASON FOR LEAVING AND GROSS PAY DETAILS
DATES FROM-TO..... NAME:..... ADDRESS..... TEL NO:..... CONTACT NAME		
PREVIOUS EMPLOYER	JOB TITLE AND DUTIES	REASON FOR LEAVING AND GROSS PAY DETAILS
DATES FROM-TO..... NAME:..... ADDRESS..... TEL NO:..... CONTACT NAME		
PREVIOUS EMPLOYER	JOB TITLE AND DUTIES	REASON FOR LEAVING AND GROSS PAY DETAILS
DATES FROM-TO..... NAME:..... ADDRESS..... TEL NO:..... CONTACT NAME		

AMOUNT OF NOTICE REQUIRED TO TERMINATE PRESENT EMPLOYMENT.....

ALL ENGAGEMENTS ARE MADE ON THE BASIS OF UP TO A 3 MONTH PROBATIONARY PERIOD (OR AS SPECIFIED)

REFERENCES

MAY WE ASK A PREVIOUS EMPLOYER FOR A REFERENCE? YES..... NO.....

CONTACT NAME:.....

WE WILL NOT APPROACH YOUR PRESENT EMPLOYER WITHOUT YOUR PERMISSION.

MAY WE ASK YOUR PRESENT EMPLOYER? YES..... NO.....

CONTACT NAME:.....

PERSONAL INFORMATION

HOBBIES AND OUTSIDE INTERESTS

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DO YOU HOLD A CURRENT DRIVING LICENCE? YES..... NO..... HOW WOULD YOU TRAVEL TO WORK?

ANY ENDORSEMENTS? YES..... NO.....

CAR OWNER? YES..... NO.....

HAVE YOU WORKED FOR US BEFORE? YES..... NO.....

IF YES, GIVE DETAILS INCLUDING REASONS FOR LEAVING:.....

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HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENCE (WHICH IS NOT A SPENT CONVICTION WITHIN THE MEANING OF THE REHABILITATION OF OFFENDERS ACT 1974)? YES..... NO.....

GIVE FULL DETAILS HERE:.....

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PLEASE GIVE DETAILS OF PRE-ARRANGED HOLIDAYS:.....

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ARE YOU SUBJECT TO ANY POST TERMINATION RESTRAINTS OF TRADE CLAUSES? YES..... NO.....

IF YES, PLEASE GIVE DETAILS:.....

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ARE YOU WILLING TO WORK OVERTIME WHEN REQUIRED? YES..... NO.....

I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

I UNDERSTAND THAT ANY FALSE INFORMATION OR DELIBERATE OMISSIONS WILL DISQUALIFY ME FROM EMPLOYMENT OR MAY RENDER ME LIABLE TO DISMISSAL.

SIGNATURE:..... DATE:.....

****WHEN RETURNING YOUR APPLICATION, PLEASE ENCLOSE A COVERING LETTER***

If your application is successful, your application form will be kept during your employment and for 6 years after your employment ceases.

If your application is unsuccessful your application form will be retained for one year after being notified. You have the right to object to your details being held for this length of time. For more information please visit <http://www.deansgardencentre.co.uk/privacy/> or a printed copy of our Privacy Policy can be found at the Inside Information Desk.

FOR OFFICE USE ONLY

COMMENTS:

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SIGNATURE:..... NAME:.....