

Job title: **Outside Weekend Sales Assistant (Saturday)**

This will be a temporary position until the end of June 2022.

Hours of work

Saturday 9.00am to 5.30pm (until 28<sup>th</sup> February)  
9.00am to 6.00pm (from 1<sup>st</sup> March)

Also includes working some Bank Holidays

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 an understanding of the products sold or a willingness to learn about the products
- To have had experience using a till and taking payments would be useful

Experience of working in a retail environment and knowledge of gardening would be an advantage, but is not essential and training will be given

Main Responsibilities & Duties

- To assist customers with lifting and taking items out to customer's cars
- To ensure there is an adequate supply of shopping trolleys and baskets in the designated areas
- To water plants, trees, shrubs etc.
- To give help and advice to customers.
- 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 matters
- 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

.....  
.....  
.....  
.....

FURTHER EDUCATION (COLLEGE, EVENING CLASSES ETC AND QUALIFICATION)

.....  
.....  
.....  
.....

ANY NON-QUALIFICATION COURSES ATTENDED INCLUDING OPERATIVE TRAINING

.....  
.....  
.....  
.....

**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

.....  
.....  
.....

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:.....

.....  
.....

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:.....

.....  
.....

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

.....  
.....

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

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

.....  
.....

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:**

.....  
.....  
.....  
.....  
.....

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