



Job Specification

Position: Sales Assistant

Duties Include:

- Stock maintenance
- Merchandising products
- Awareness of customer needs and provide exceptional customer service
- Accuracy in the operation of till transactions and cash handling
- Providing knowledge / up to date advice on our product ranges, promotions and special offers
- Assisting the Pharmacist with dispensary related tasks
- Maintain professional standards of dress and grooming
- General Housekeeping
- Other duties as required

Essential Requirements:

- Demonstrate exceptional customer service skills
- Good numeracy and accuracy skills
- Good attendance and punctuality
- Have the ability to work as part of a team
- Flexibility to work as and when required
- Flexibility to work in local Gordons Chemists branches
- Eligibility to work in UK

Desirable Requirements:

- Currently studying Pharmacy / undertaking degree in Pharmacy
- Previous pharmacy experience
- 6 Months experience in a similar retail environment demonstrating selling skills
- 6 Months experience demonstrating exceptional customer facing skills

We reserve the right to amend criteria in order to facilitate shortlisting.

Location:

Gordons Chemists, 7 North Street, West Lothian, EH48 3QB.

Duration:

This position involves working as and when required as per shop rota, working 7 hours with a fixed day Saturday each week.

Other Information:

If you are unsuccessful or not shortlisted for interview, you will receive correspondence by email. If an email address is not provided then correspondence will be by post.

FOR OFFICE USE ONLY

REF NO:

DATE REC:

INT DATE:



GORDONS
CHEMISTS

APPLICATION FORM

SALES ASSISTANT

ARMADALE BRANCH

NAME:

CLOSING DATE: FRIDAY 10 MAY 2024

Please Complete and return to:

**Recruitment
Gordons Chemists
74 Scarva Road
Banbridge BT32 3QD**

Or by email: HR@gordons-chemists.com

Tel: 028 4066 9000

CASUAL SALES ASSISTANT – ARMADALE BRANCH

Please complete this application form in block capitals and in black ink.

PERSONAL INFORMATION

Surname

Title

Forename (s)

Date of Birth

Home Address

.....
.....
Postcode:
Tel No: Mobile No:

E-Mail Address:

Do you have a current Driving Licence?

Will you have access to a car?

QUALIFICATIONS OBTAINED

Please give details of qualifications gained at G.C.S.E/A level (or equivalent)

Date	Name of Institution	Examinations Taken			
		Subject	Date	Level	Grade
.....
.....
.....
.....
.....
.....
.....
.....

FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please give details of Colleges, Universities etc. attended, and Qualifications Obtained

Name of Institution	Dates Attended	Course Taken	Qualification Obtained
.....
.....
.....
.....

EMPLOYMENT HISTORY

Please detail your employment history starting with your current or most recent employer. Please explain any gaps in your employment history.

Company name & Address	Position held	From	To	Reason for Leaving

Selection Criteria/Further Information

Please clearly provide details of how you meet the essential and desirable criteria for this role. This information will be used as part of the short-listing process and it is your responsibility to provide sufficient details as the shortlisting panel will not make assumptions. If putting forward an equivalent qualification, clearly detail type and how equivalency has been justified.

Have you previously worked for Gordons Chemists? **Yes / No**

Have you previously applied for a vacancy with Gordons Chemists? **Yes / No**

Are you registered disabled? **Yes / No**

If you are invited to interview are there any adjustments that you require?

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Do you need a work permit / visa to work in this country? **Yes / No**

If yes please provide details including any limitations / conditions on the work permit.

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Where did you hear about this vacancy?
(Newspaper, Job Centre, Website, In Store, Word of Mouth, Other etc)

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CONVICTIONS

Have you been convicted of any driving offences? **Yes / No**

Are you facing any criminal prosecutions? **Yes / No**

Have you received a caution in the last 5 years? **Yes / No**

Have you been convicted of any criminal offences which are not yet spent under the rehabilitation of Offenders Act, 1974? **Yes / No**

If 'Yes' to the questions above, please provide further details:

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REFEREES

Please supply two referees who may be contacted to provide a reference. For example a previous employer, please note they should not be a relative.

Name
Address
.....
Tel No:
Relationship to you
Email Address.....

Name
Address
.....
Tel No:
Relationship to you
Email Address.....

Information that you give will be treated confidentially and no job reference will be sought from your present or past employers prior to offer being accepted by you.

DECLARATION

I declare that to the best of my knowledge the information on this form is correct and can be treated as part of any subsequent contract of employment. Failure to complete the application form/application form not arriving before the set closing date may result in my application not being shortlisted for interview and failure to disclose information or provide deliberate false information may result in disciplinary action being taken against you.

By completing and signing this application form including monitoring form, you are providing consent for Gordons Chemists to hold your personal data on file for the purpose of recruitment and compliance with our statutory obligations. For more information on how we use your data, please refer to our Privacy Notice on our website www.gordonsdirect.com.

Applicants Signature.....

Date

