



## **Job Specification**

**Position:** Supervisor (Full Time / Permanent)

**Duties Include:**

- Assist Manager with daily running of store
- Assist Manager with overall shop responsibility
- Assist Manager in dealing with staff issues
- Promote exceptional customer service and continually review service levels
- Achieve store targets
- Stock maintenance
- Merchandising products
- Accuracy in the operation of till transactions and cash handling
- Assist with mentoring and training of staff
- Maintain professional standards of dress and grooming
- General Housekeeping
- Other duties as required

**Essential Requirements:**

- 6 Months experience in a similar retail environment demonstrating selling / customer service skills
- Demonstrate exceptional customer service skills
- Ability to positively influence staff
- Approachable / flexible attitude to work
- Good numeracy and accuracy skills
- Good attendance and punctuality
- Have the ability to work as part of a team
- Flexibility to work in local Gordons Chemists branches
- Eligibility to work in the UK

**Desirable Requirements:**

- 1 years experience in a similar retail environment demonstration selling / customer service skills
- Previous experience supervising / leading a team of 5 people or more

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

**Location:**

Gordons Chemists, 12 Linenhall Street, Banbridge BT32 3EG

**Duration:**

This position is Full Time and Permanent, working 5 days per week, as per shop Rota.

**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**

**SUPERVISOR**

**FULL TIME / PERMANENT**

**BANBRIDGE**

**LINENHALL STREET BRANCH**

**NAME:**

**CLOSING DATE: THURSDAY 23 MARCH 2023**

*Please Complete and return to:*

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

**Or email: [HR@gordons-chemists.com](mailto:HR@gordons-chemists.com)**

**Tel: 028 4066 9000**

**FT PERM SUPERVISOR – BANBRIDGE 2 BRANCH**

Please complete this application form in block capitals and 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
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## FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please give details of Colleges, Universities etc. attended, 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.

[illegible]

### 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.

[illegible]

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

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

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

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

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**Yes / No**

.....

Name .....

Address .....

.....

Tel No .....

Relationship to you .....

Email address.....

Name .....

Address .....

.....

Tel No .....

Relationship to you .....

Email address.....

Date \_\_\_\_\_



## Monitoring Form

### Reference No.

Gordons Chemists is committed to equality of opportunity for all applicants regardless of age, disability, marital status, political opinion, race, religious beliefs, sex or sexual orientation. We select those suitable for employment solely on the basis of merit. All applicants are requested to complete a monitoring form in order to ensure the effective implementation of its Equal Opportunities Policy. Your support in this is sought.

**Please provide the following information by ticking the appropriate boxes below:**

**Sex:** Male ☐ Female ☐

**Marital status:** Single ☐ Married ☐ Separated ☐ Divorced ☐ Other ☐

### Religious Affiliation/Community Background:

Gordons Chemists is required by the Fair Employment (Northern Ireland) Act 1989 (as amended) to monitor the perceived religious affiliation or community background of both its employees and applicants for employment. Whether or not you are from Northern Ireland, you should answer the question below by indicating which community or religious background you might be perceived to come from. Even if you no longer practice any religion, the Fair Employment Act 1989 still obliges us to classify your effectiveness of our policy on equality of opportunity, not simply in recruitment terms but as part of an ongoing exercise for all our employees. Therefore although your response may not reflect any current religious belief which you hold, please bear in the mind the above points when you complete the form.

I am a member of the Protestant community ☐

I am a member of the Roman Catholic community ☐

I am a member of neither a Protestant nor a Roman Catholic community ☐

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Access to this information will be strictly controlled and will not be available to those considering your application for employment.

Monitoring will involve the use of statistical summaries of information in which identities will not appear. The information will not be available for any purpose other than equal opportunities monitoring. This information will be transferred to the monitoring section of the Human Resources Computer System. Please note that it is an offence for any person knowingly to give false information to another who is seeking that information in order to make a monitoring return.

Thank you for your co-operation.