



## **Job Specification**

**Position: Dispensary Assistant with Sales Assistant duties  
(Full Time / Temporary)**

### **Duties Include:**

- Assist in preparation of prescriptions and delivery of professional services
- Assist Pharmacist in providing an efficient, accurate and safe dispensing service in store, ensuring patient confidentiality
- Assist Pharmacist with other dispensary related tasks e.g. orders, date checks, receiving prescriptions etc.
- Assist on the medicines counter when required
- Stock maintenance
- Retail duties as and when required
- Providing knowledge / up to date advice on our product ranges, promotions and special offers
- Accuracy in the operation of till transactions and cash handling
- Provide exceptional customer service
- Maintain professional standards of dress and grooming
- General Housekeeping
- Other duties as required

### **Essential Requirements:**

- Have an interest in Pharmacy and Dispensing
- Be hard working and enthusiastic
- Demonstrate exceptional customer service & communication skills
- Have the ability to work as part of a team
- Demonstrate attention to detail and accuracy
- Flexibility to work as and when required
- Flexible to work in local Gordons Chemist branches
- Eligibility to work in UK

### **Desirable Requirements:**

- 1 years relevant dispensary experience
- Previous relevant experience in a similar environment
- 6 Months experience demonstrating exceptional customer facing skills
- Good understanding of professional services
- NPA Interact qualification or equivalent recognised qualification and/or
- NPA Dispensary Assistants qualification or equivalent recognised qualification or be willing to complete this qualification.

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

**Location:** Gordons Chemists, 13 Greenway, Belfast BT6 0DT

### **Duration:**

This position is Full Time and Temporary until approximately November 2023. Working 40 hours / 5 days per week Monday to Saturday as per shop rota.

FOR OFFICE USE ONLY

REF NO:

DATE REC:

INT DATE:



# GORDONS

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CHEMISTS

## APPLICATION FORM

# DISPENSARY ASSISTANT WITH SALES ASSISTANT DUTIES

(FULL TIME / TEMPORARY)

**BELFAST GREENWAY  
BRANCH**

**NAME:**

**CLOSING DATE: WEDNESDAY 29 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**

Please complete this application form in block capitals using 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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.....	.....	.....	.....	.....	.....
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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.

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](http://www.gordonsdirect.com).

**Applicants Signature**.....

**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.