



Job Specification

Position: Casual 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.

Duration:

This position involves working as and when required, as per shop rota.

Location:

Gordons Chemists, 52A Sinclair Street, Dunbartonshire, G84 8TQ.

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

CASUAL SALES ASSISTANT

HELENSBURGH BRANCH

NAME:

CLOSING DATE: THURSDAY 9 MAY 2024

Please Complete and return to:

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

Or email: HR@gordons-chemists.com

Tel: 028 4066 9000

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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.....
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.....

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

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