



## Job Specification

**Position:** Sales Assistant (Part Time / Permanent)

**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
- Assist in the dispensary when required
- 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:**

- 6 Months experience in a similar retail environment demonstrating selling skills
- 6 Months experience demonstrating exceptional customer facing skills
- Previous pharmacy experience
- Previous health and beauty retail experience

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

**Location:**

Gordons Chemists, 2A Regent Street, Newtownards BT23 4LH.

**Duration:**

This position is part time and permanent, working 15 hours / 3 days (3 x 5 hour shifts) per week Monday to Saturday as per shop rota. Flexibility to work additional hours is required.

**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

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CHEMISTS

APPLICATION FORM

## SALES ASSISTANT

PART TIME / PERMANENT

NEWTOWNARDS

BRANCH

NAME:

**CLOSING DATE: FRIDAY 3<sup>RD</sup> MAY 2024**

*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 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
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....



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 .....  
Email address.....  
Relationship to you .....

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

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.