



Job Specification

Position: Sales Assistant (Full 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
- Maximise sales opportunities
- Assist in the dispensary when required
- Collection of prescriptions from local and surrounding surgeries
- Delivery and collection of prescriptions to customers
- Delivery and collection of prescriptions between branches if 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 and/or
- 6 Months experience demonstrating exceptional customer facing skills
- Previous health and beauty / Pharmacy retail experience
- Previous fragrance/ skincare retail experience
- Full, UK driving license and have own vehicle.

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

Location:

Gordons Chemists, 59 Main Street, Saintfield BT24 7AB

Duration:

This position is Full Time and Permanent, working 40 hours over 5 days per week as per shop rota.

FOR OFFICE USE ONLY

REF NO:

DATE REC:

INT DATE:



GORDONS
CHEMISTS

APPLICATION FORM

SALES ASSISTANT

FULL TIME / PERMANENT

SAINTFIELD,

59 MAIN STREET BRANCH

NAME:

CLOSING DATE: WEDNESDAY 1 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
.....
.....
.....
.....
.....
.....
.....
.....

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
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.

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

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.