

Monsoon Accessorize

BRANCH SALES ASSISTANT APPLICATION FORM

Please use block capitals, black ink and write clearly throughout

ALL ABOUT YOU

Name: _____
Address: _____
Postcode: _____

Email Address _____

Telephone (please tick preferred contact number):

Home

Business

Mobile

National/Social Insurance Number (for individuals based in the UK)

PPS Number (for individuals based in the Republic of Ireland)

Do you have proof of your entitlement to work in the UK/Republic of Ireland (as appropriate)?

Yes No If yes, please attach photocopies of two documents (e.g. passport, birth certificate, Home Office documents, work visa, etc.)

Have you ever been convicted of a criminal offence that is not regarded as spent under the Rehabilitation of Offenders Act 1974 or is any prosecution pending?

Yes No If yes, please give details:

ABOUT THE JOB

Position applied for _____

Preferred location _____

Have you previously worked for Monsoon Accessorize?

Yes No If yes, please give details on position held, location, dates and manager's name:

Do you have relatives employed by Monsoon Accessorize?

Yes No If yes, please give position, location and relative's name:

Do you have secondary employment that would continue, if Monsoon Accessorize employed you?

Yes No If yes, how many hours do you work per week?

What is the total number of hours you would like to work per week at Monsoon Accessorize?

Please indicate the days and hours you are available for work:

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From:							
To:							

Please indicate your expected salary

£ _____

YOUR WORKING HISTORY

Please give details of your previous career history, beginning with your current or most recent role:

Employer	Position Held/Key Accountabilities	Reason for Leaving and Salary Upon Leaving

YOUR EDUCATION and TRAINING

Course Attended	Place of Study	Qualifications/Examinations Obtained	Results/Grades

Please list any courses which you have undertaken which may be relevant to the job you wish to apply for:

Course Attended	Results/Grades Obtained	Professional Association (if appropriate)	Membership Level (if appropriate)

REFEREES

Please provide the names and addresses of **two** referees from your last two places of work. If you are in education or have recently left, please provide the name and address of **two** School/College/University referees.

Reference 1 Name: Occupation: Address: Tel No:	Reference 2 Name: Occupation: Address: Tel No:
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WHY MONSOON ACCESSORIZE?

What is it about working for Monsoon Accessorize that interests you?

What do you feel you can contribute to the role you wish to apply for?

YOUR EXPERIENCE

Thank you for your interest in joining our team. To support your application, please tell us a little bit about your experience to date.

When have you delivered or received great service? What did you do or receive?

Give an example of where you have seen an opportunity to improve something at work or outside work, and have acted upon it.

How would you describe our product to a new customer to Monsoon Accessorize?

Describe a situation where you have had to deal with a difficult customer/situation. What did you do? What was the outcome?

From your previous visits to Monsoon or Accessorize branches, please detail below the service observations you made.

How do you think we could improve our service?

ADDITIONAL INFORMATION

Use the space below to add any additional information, which you feel has not been covered or which you would like us to take into consideration when reviewing your application.

Do you have any commitments, which require your absence from the business? For example, if you are a member of the Territorial Army, carrying out part-time or full-time study, pre-booked holidays, etc.

Are there any dates on which you will not be available for interviews?

Please give details of any special requirements you may need to attend an interview:

DATA PROTECTION STATEMENT

As a requirement of current Data Protection legislation, the information that you provide on this form and that obtained from other relevant sources, will be used to process your application for employment. The equal opportunities information that you give us will be used in a confidential manner to help us monitor our recruitment process.

Once the recruitment process is completed, if you are unsuccessful, the data will be stored for a maximum of 12 months and then destroyed. If you are a successful candidate, relevant information will be taken from the application form and used as part of your personnel record and stored for the appropriate time period.

DECLARATION

All of the information I have supplied in this application is a true and complete statement of the facts and, if employed, any false statement will constitute sufficient cause for dismissal. I further authorise you to contact all of my previous employers or referees for full information regarding my employment history if necessary.

Signature:

Date:

APPLICATIONS SHOULD BE TAKEN TO YOUR PREFERRED BRANCH

Sometimes it can take a little while to process applications, however, if you don't hear from us within four weeks, your application has unfortunately been unsuccessful.



**EQUAL OPPORTUNITIES
RECRUITMENT MONITOR**

It is our intention to treat all of our current and prospective employees without discrimination regardless of race, creed, colour, nationality, ethnic origin, religion, gender reassignment, sexuality, disability, marital status, trade union membership, age, political affiliation or on the basis of being an ex-offender with a spent sentence.

In order for us to assess whether this policy is working, we would be grateful if you would complete the sections below.

This section of the application will be detached from your application and will be used solely for monitoring purposes.

SECTION 1

White:

- British
- Irish
- Any other white background*

Mixed:

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background*

Black or Black British:

- Caribbean
- African
- Any other Black background*

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background*

Chinese or Other Ethnic Group:

- Chinese
- Other Ethnic Group*

If you have selected a box marked with a *, please specify:

SECTION 2

Gender

- Male
- Female

SECTION 3

Date of Birth

SECTION 4

The current Disability Discrimination Act legislation defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability:

- Yes No

If yes, please state the nature of your disability:

Please give details of any special requirements you may need to help you perform the role you are applying for:

SECTION 5

If you wish, you may disclose further information about yourself in this section about your:

Religion

Sexual Orientation

SECTION 6

How did you hear about the position:

- Branch Poster
- Advertisement
- Agency
- Branch Staff
- Recruitment Fair
- Newsletter
- Internal
- Direct Contact Card
- Family/Friend
- Website
- Job Centre
- College/University

Other please specify:

SECTION 7

For individuals in Northern Ireland only:

To comply with the Fair Employment (Northern Ireland) Act 1976, please select one of the options below:

- Protestant
- Roman Catholic
- Neither