**CONFIDENTIAL application form for**

**Shop Manager**

**Why are we asking you to fill in a form, and why won’t we take CVs?**

Application forms allow us to ask every applicant for the same information. The questions and evidence we ask for are based on person specification in the role job description, and we select candidates for interview based on the examples and evidence you give us in this form. **The people who read your application will not see your name, age, gender, or any other personally identifiable information.**

**How to fill in this form**

Please complete all sections 1 to 4 as fully as possible. You must complete ALL questions in section 2 **and** the supporting statement to be considered for interview. To start typing in a box, click the grey highlighted area. All boxes will expand as you type. Click insert to add rows.

**Please let us know if you need this application form in a different format.**

|  |  |
| --- | --- |
| **Section 1: Education and Employment History** | |
| **Education (with establishments)** | **Academic qualifications**  **(with subject and level obtained)** |
|  |  |
| **Professional qualifications: Qualification and where obtained** | |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Current or most recent employment** | | | |
| **Employer’s name and address** | **Post and duties** | **From** | **To** |
|  |  |  |  |
| **Period of notice required from current employment** | | | |
|  | | | |

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| --- | --- | --- | --- |
| **Previous employment (most recent first)** | | | |
| **Employer’s name and address** | **Post and duties** | **From** | **To** |
|  |  |  |  |
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| **Section 2: Essential Criteria. Please complete EVERY question** | |
| ***EXAMPLE QUESTION AND ANSWER:***  **Tell us about your experience and your duties working in a retail environment** | |
| *I currently work in a clothes shop. My main duties within this role include working as a part of a team to deliver good customer service, as well as various other administrative duties which assist with the shop’s day to day running. I enjoy the busy environment within the shop and working towards targets has helped motivate me to achieve my best.* | |
| **Please expand on your experience of working in a customer-based environment and how you promoted excellent customer service** | |
|  | |
| **Please expand on your experience of working to financial targets including an understanding of profit and loss accounts (P and L) and shop contribution** | |
|  | |
| **Please give us an example of a time when you have had to be very organised in a role, how you did this and why this was important** | |
| **Tell us about a time when you worked successfully as part of a team, the role you played and what was achieved** | |
|  | |
| **Please give us an example of your ability to be resilient, professional and remain calm in challenging situations** | |
|  | |
| **Can meet the required working pattern of the role?** | Yes/No |
| **Right to work in the UK?** | We will ask shortlisted candidates to bring proof of their right to work to the interview. |

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| **Supporting statement: Please tell us why you want this job** |
| Please include why you are interested in **supporting the work of Sobell House Hospice Charity**, our mission, vision and values |

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| **Section 3: Desirable Criteria (fill in if you have evidence)** |
| **Experience of working in a retail environment** |
|  |
| **Experience of managing staff and/or volunteers, including recruiting and inducting new starters** |
|  |
| **Experience of working with Gift Aid** |
|  |
| **Demonstrable commercial acumen to drive sales and increase contribution** |
| **Knowledge of Health and Safety in the workplace** |
|  |

**See next page for contact details and references**

**If you are submitting a hard copy application form, please ensure the details below are on a separate page to the rest of your form.**

|  |  |
| --- | --- |
| **Section 4 – Contact Details and References** | |
| **Contact details**  Name:  Address:  Email Address:  Contact telephone number: | |
| **Referees**  Please give the name and addresses of two other referees (who should not be related to you) who can provide information about your professional career. | |
| **First referee**  Name:  Address:  Telephone:  Email: | **Second referee**  Name:  Address:  Telephone:  Email: |
| **Declaration:** I confirm that to the best of my knowledge, the information in this form is true and correct and can be treated as part of any subsequent Contract of Employment. I accept that providing deliberately false information could result in my dismissal. I confirm that I have the right to work in the UK and understand that I will be asked to bring original documents to prove this right if I am called for interview.  Signed       Date | |

**Recruitment timeline: applications will be reviewed on a rolling basis and interviews will commence shortly after shortlisting with a view to start the role as soon as possible until the vacancy has been successfully filled. Once we have an appointable candidate, the advert will close.**

**Please tell us if you need us to make adjustments to help you attend the interview. We will pay reasonable expenses (capped at £50) where interviews are held face-to-face. Please let us know if you need the application form in a different format.**

**Please email your completed application forms and rehabilitation of offender’s form to** [**recruitment@sobellhospice.org**](mailto:recruitment@sobellhospice.org)**. Alternatively, place your completed forms into a sealed envelope and drop them in to your local Sobell Hospice shop.**

**Information on documents to bring for right to work checks:** <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>