

Sales Assistants

Name _____

Preferred Store Location _____

Date of Application _____



Introduction

Thanks for your interest in joining the Claire's team.

As you've probably shopped with us, we're guessing you're already aware of our array of products and now you want to join us.

In a role that's fundamental to our success, our Sales Assistants are a vital part of Claire's success story, so before you put pen to paper, we wanted to let you know what could be in store for you.

Delivering outstanding customer service is our mantra, which means smiling, meeting and greeting customers, recommending and selling products and after training, piercing ears.

Each day is busy, busy, busy. As well as offering fantastic customer service you'll be putting out stock, serving and selling at the till and generally keeping the store so clean it sparkles. In return for your hard work and commitment we'll give you tailored training and development that's second to none, and support you on every step of the career ladder at Claire's, whichever direction you take.

So are you still interested? If you are, throw on your thinking cap and grab a pen. Whilst form filling isn't a big part of life at Claire's, it's important for us to get a feel for you and what kind of things you've been up to. So make yourself a cup of tea (or coffee) and take your time whilst filling in this form. Then pop it in to your nearest Claire's store and we'll be in touch soon.

We look forward to hearing from you.



Your details

Title, Forename(s), Surname _____

Permanent address _____

Contact telephone | Home _____ Mobile _____

Email address _____

(Please note, to protect our environment, all written correspondence will be sent via email.

If you do not have access to email, please leave this section blank).

National Insurance Number _____

Are you authorised to work in the UK? Yes No

Do you need a work permit? Yes No

Your availability

Please complete the boxes below showing when you're available to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From-To	From-To	From-To	From-To	From-To	From-To	From-To

If you're applying for part-time work, could you work more hours if required?

Yes No

Refer a friend or relative

Has a member of Claire's recommended you for this role? Yes No

If yes, please tell us their name, position and store/department

How do you know them? _____

Your work experience

Current employment

Position _____

Company name and address _____

What are your responsibilities? _____

Why are you thinking of leaving? _____

How much notice do you have to give? _____

What's your current salary/hourly pay rate? _____

And what benefits do you currently receive? _____

Previous employment

Position _____

Company name and address _____

What are your responsibilities? _____

Reason for leaving? _____

A bit about what you think

At Claire's customer service is everything. Please describe an example of when you've received great customer service _____

Please give an example of when you have been given responsibility for something important

Tell us a bit about yourself, what do you like to do in your spare time? _____

Why would you like to come and work at Claire's? _____

Additional information

Have you ever worked for us before? Yes No

If yes, please tell us where, when and what you did _____

Do you have any relatives currently working for Claire's? Yes No

If yes, where do they work and what do they do? _____

Do you have any convictions which are not spent under the Rehabilitation of Offenders Act? Yes No

If yes, please give details: _____

Do you have any civil or criminal proceedings pending? Yes No

If yes, please give details: _____

How did you hear of this opportunity?

Claire's website In-store advertising Retail Choice In Retail

National Press Local Press Through friends

References

These may be your past two employers or teachers from School/College.

Name of referee/position _____

Company/School/College _____

Address _____ Email _____

Telephone _____

Name of referee/position _____

Company/School/College _____

Address _____

Telephone _____ Email _____

We only approach current employers after a formal offer of employment has been made. In addition to references given above, we reserve the right to approach other previous employers for references.

Health

If we invite you for an interview or any other assessment, are there any reasonable adjustments that you would like us to make because you think you suffer from a disability? If yes, please detail what you would like us to do.

Declaration

I confirm that the information I have given on this form is correct to the best of my knowledge and belief. I understand that if I was employed by Claire's, I could be dismissed if any wrong information is knowingly given.

Your signature _____ Date _____

Data Protection For your information personal data supplied on this form may be held on a computer and will be used in accordance with the Data Protection Act and treated as confidential. This data may be verified by reference to information held by others.

PLEASE TAKE YOUR APPLICATION TO THE STORE YOU WISH TO WORK AT.


Lastly, thanks for applying to work at Claire's. If you'd like to know a little more about us and what it's like to work with us then why not visit our website at www.clairecareers.co.uk



Equal opportunities form



Please complete this information, which will be detached from your application form on receipt and reviewed only for monitoring purposes.



Equal opportunities

This section does not form part of the selection process.

We have a policy of Equal Opportunities in employment. To enable us to monitor our performance effectively, and for that purpose only, please tick the appropriate box that relates to you. (Please choose ONE selection from A to F, and then tick the appropriate box to indicate your background).

A. Asian – Including Asian British, Asian Irish

- Bangladeshi Indian Pakistani
 Any other Asian background

Please state _____

B. Black – Including Black British, Black Irish

- African Caribbean
 Any other Black background

Please state _____

C. Chinese – Including Chinese British, Chinese Irish

- Chinese Other

Please state _____

D. Mixed

- White and Asian White and Black African
 White and Black Caribbean
 White and other Mixed background

Please state _____

E. White

- British Irish Other

Please state _____

F. Other

Please state _____

Gender

- Male Female

If you are applying for a position in Northern Ireland, which religious community do you consider you belong to:

- Protestant Catholic None determined

The background is a light purple gradient with a repeating pattern of dark purple floral and butterfly motifs. The motifs include stylized leaves, flowers, and butterflies, arranged in a decorative, swirling pattern. A dark purple rectangular box is centered on the page, containing the website address in white text.

www.clairecareers.co.uk