

# 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 \_\_\_\_\_

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

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

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

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## 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.





## 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 solid purple color with a decorative pattern of white line art. The pattern includes swirling vines, leaves, butterflies, and small flowers. A dark purple rectangular box is centered on the page, containing the website address in white text.

[www.clairecareers.co.uk](http://www.clairecareers.co.uk)