



Job Application and process for Shop Manager

Position: Shop Manager **Deadline** Thursday 8th June 2010

Responsible to: The HPWRT Trustees overseeing Pier Information Centre & Shop

Responsibilities: The manager is expected to work 5 days per week, Thursday through to Monday, Applicants must be prepared to work at the current retail location 34 White Rock, Hastings, East Sussex and be legally entitled to work in the UK.

Our Statement of Purpose is:

To provide a Pier shop and information centre to the community which is effectively and efficiently managed in a customer friendly manner, in order to maximise retail profits, provide a useful community space and provide the highest level of income possible for the Hastings Pier & White Rock Trust to continue their goal of reopening Hastings Pier.

Hours of Work: 32 hours per week (between Thursday and Monday . Covering the core hours of 0930 through to 1730 with a one hour break each day. A working schedule is detailed in the document titled HPWRT job description employed shop manager that can be downloaded or viewed on.

Process of Application: Please complete application form and email to recruitment@hpwrt.co.uk

Please bring the following along with you for the assessment session:

- Your qualification original certificates for your GCSE/O'levels or professional certification in sales & marketing.
- Two recent documents showing your current address (e.g. a phone bill**, bank statement**, or driver's licence).
- A pencil, pen, calculator and a notepad or 4 sheets of A4 paper.



Applicant Details

First Name:

Surname:

Address:

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Telephone and Email :

Date of Birth

NI Number

How did you learn of this Vacancy?

.....

Why do you want to work for us (in 20 words or less)

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.....

About the job

Position applied for

What attracts you to this position?

.....

About your experience

When have you delivered / received great service? What did you do / receive? How did you measure it?

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.....

Describe a situation where you have had to deal with a difficult customer / situation. What did you do? How effective was this?

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Give an example of where you have seen an opportunity to improve something, and have acted upon it. What did you do - what happened as a result?

.....

.....



About your previous employment

Please give details of your last 2 years employment, starting with your current / last employment

Employment 1

Date of Employment: From To

Name & Address of employer

.....

Job Title

Salary

Responsibilities

.....

.....

Reason for Leaving

.....

Reference details

We will not take up references until we have offered the position and received a positive response from you.

Employment 2

Date of Employment: From To

Name & Address of employer:

.....

Job Title

Salary

Responsibilities

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.....

Reason for Leaving

.....

Reference details

We will not take up references until we have offered the position and received a positive response from you.



Equal Opportunities

Do you consider yourself to be have impaired mobility or disability. Yes/No

Please let us know if there are any adjustments we need to make to enable you to compete fairly for this job.....
.....

All employees are required to provide original documentary evidence of their right to work in the UK, prior to commencing of employment.

Do you have the right to work in the UK? Yes/No

Are there any restrictions on your right to work in the UK?
.....

Do you have any criminal convictions? Yes/No

If yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the position for which you are applying involves working with vulnerable adults or children, directly or indirectly, in which case cautions, bindovers, pending prosecutions, spent and unspent convictions must be declared.

Declaration:

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the application form will be destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on the form. I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements. I understand that the Company reserves the right to withdraw the offer of employment or to terminate employment already commenced if information given by me is inaccurate or misleading in any way. Any job offer is conditional upon the receipt of satisfactory references and medical report (if deemed necessary by HPWRT).

Signature

Date: