

NI Ref No:

# 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

Contact Numbers:

Mobile

Home

National/Social Insurance Number (UK) OR PPS Number (ROI):

### About The Job

Preferred Location(s)

How did you hear about the position you are applying for?

Have you previously worked for Monsoon Accessorize?

Yes  No  If yes, please give details on position held, location, dates and reason for leaving:

Do you have relatives employed by Monsoon Accessorize?

Yes  No  If yes, please give details on position held, 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?

How many contracted hours would you consider working at Monsoon Accessorize?

4  10  12  18  20  20+

Please indicate the hours you are available for work:

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Please indicate your expected hourly rate of pay: £/€

Do you have any commitments which require your absence from the business? For example, pre-booked holidays, currently studying, etc:

### 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 Work History

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

Employer	Position Held/Key Accountabilities	Salary/Hourly Rate	Reason for Leaving

### Your Education And Training

Course Attended	Place of Study	Qualifications Obtained	Results/Grades

## Your Experience

To support your application, please could you tell us a bit more about your experience to date.

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

Please 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?

Describe a situation where you have had to deal with a difficult customer or situation. What did you do and 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?

Please 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.

## Additional Information

### 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	Reference 2
Name:	Name:
Occupation:	Occupation:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Tel No:	Tel No:

## Criminal Convictions

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

Yes  No  If you answered "Yes" then please provide further details:

## Eligibility To Work & Provision Of References

You will be required to prove eligibility to work in the UK/ROI and provide references should your application be progressed to an interview.

## Data Protection Statement

As a requirement of current Data Protection legislation, the information that you provide on this form and that is 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. Please confirm you have read and understood the Data Protection statement.

## Declaration

I agree that the information I am providing is true and accurate to the best of my knowledge and that I have read and understood the above statements. I understand that any misrepresentation, omission or false statement may be cause for rejection or later dismissal.

I agree  I do not agree

Signature:	Date: / /
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**Applications should be taken to your preferred Branch**

If we feel we have something suitable for you we will be in contact.

## Equal Opportunities Recruitment Monitor

As part of our commitment to a fair and equal recruitment process, we'd appreciate if you'd tell us more about yourself for diversity monitoring purposes. This information will be detached from your application form and won't be used during the selection process. Thank you.

### Section 1

Gender:

Male

Female

### Section 2

Date of birth:

### Section 3

Ethnic Origin:

#### 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 4

Religious Belief:

Buddhist

Christian - Catholic

Christian - Protestant

Hindu

Jewish

Muslim

Sikh

None

Prefer not to say

For individuals based in Northern Ireland, please note that if you do not specify your religion, we are encouraged to use the 'Residuary' method which means that we are asked to make a determination on the basis of personal information on file for Fair Employment Commission reporting purposes.

### Section 5

Disability:

The Equality Act 2010 makes it unlawful to discriminate against a disabled person in all areas of employment, including recruitment.

Do you have a disability you would like us to know about at this stage? Yes  No

If you answered "Yes" then please provide further details:

### Section 6

Accessibility:

It would help us to know if there is any additional accessibility support we can provide to accommodate any special needs you may have for interview (e.g. wheelchair access) Yes  No

If you answered "Yes" then please provide further details: