



Application for Employment with Bartletts Hifi

175/177 Holloway Road Islington N7 8LX

020 7607 2296

Private & Confidential

Personal Details

Full Name: _____

Address: _____

Home Telephone Number: _____

Mobile Telephone Number: _____

Date of Birth: _____ Marital Status: _____

Religion: _____ Nationality: _____

Do you have any dependant children? Yes / No

If yes please give number of children and ages: _____

Driving Details

Do you hold a full UK driving licence? Yes / No

If Yes: Date UK test passed: _____ If No: Are you learning to drive? Yes / No

Do you have any driving endorsements? Yes / No If Yes: Please give full details and dates below

Medical Details

Do you or any member of your immediate family suffer from any medical condition including either physical or mental disability? Yes / No

If yes please give details: _____

Hobbies and Interests

General Questions

Why do you feel you are the right person for this position?

Would you be available to work on Sundays? Yes / No

What are your musical tastes? (Please circle your preferences)

Rock Pop Classical Jazz Blues Folk House Garage Indie Country Other: _____

What Hifi & Video equipment do you currently own?

Do you have any experience in the servicing of electronics? Yes / No

If Yes, please give details: _____

What do you know about the Hi-Fi Industry, its dealers, its manufacturers and most importantly its products?

Have you ever had any kind of sales training? Yes / No

If yes please give details and dates where possible: _____

General Questions Cont.

Do you own a car? Yes / No

If Yes: Would you be willing to use it for company business? Yes / No

Information Technology and computers are becoming more important in the every day running of our business. Do you have any experience of using the following software packages?

Microsoft Word - Yes / No Microsoft Excel - Yes / No Serif Page Plus 8 - Yes / No
Photoshop-Yes / No

Do you have any experience of design & maintenance of WEB SITE? Yes / No

Please feel free to supply any additional information that you feel would aid your application.

If your application is successful full time staff are expected to work a 5 day week including Saturdays, and will receive a day off in the week. Part time staff will be advised of the days on which they are required. The store opens at 9.30 a.m. and closes at 6 p.m. As such you will need to arrive by 9.15 a.m. whilst you are of course entitled to a lunch hour you will probably find that lunch will normally be taken as and when time permits; due to the nature of the retail business most of our staff do not take a full hour. However, should you need to take the odd half hour off for maybe a visit to the dentist, or to carry out personal business this can be done with the manager's approval.

The company does not operate a pension scheme. Any absences relating to sickness that last in excess of three working days must be supported by a doctor's certificate. Sick pay is paid according to the statutory conditions.

Holiday entitlement for full time staff would be 20 working days, Part time staff is entitled to paid holidays under the working time directives, and this will be allocated as laid down by these guidelines. All holidays must be applied for as far in advance as possible, holiday time is allocated on a first come first served basis with agreement with the manager. You also will be expedited to work your days off when other staff have their Holidays, You will be entitled to take time of in lieu as an when that can be arranged.

Overtime is paid at time and a half with the exception of Good Friday, Boxing Day and New Years Day which are paid at double time. You may be asked to become a key holder for the premises; this could mean that you would have to attend any alarm activation. Alarm activation's that occur between 6 p.m. and midnight are paid at time and a half, activation's between midnight and 7 a.m. are paid at double time

Assuming you are selected for the post, when would you be available to commence work?

Please give date that you would be available to commence work: _____

Do you have any Holidays or other commitments that we need to take into account? Yes / No

If yes please give details and dates below: _____

Please sign below:

Signature: _____

Name: _____ Date: _____

Bartletts Hifi Use Only

Date Application Received: _____ ***By*** _____ ***Interview - Yes / No***

If Yes: Date & Time: _____ ***Date Letter Sent:*** _____

Interview Date & Time Confirmed: _____

Interviewed By: _____ ***2nd Interview Reqd: Yes / No***

If Yes: 2nd Interview Date and Time: _____

Confirmed by: _____ ***Interviewed By:*** _____

Result & Comments: _____
