

Application for Employment with Bartletts Hi-fi Ltd

175/177 Holloway Road Islington N7 8LX

020 7607 2296

Private & Confidential

Personal Details

Full Name: _____

Address: _____

Home Telephone Number: _____

Mobile Telephone Number: _____

E-Mail: _____

Date of Birth: _____ Marital Status: _____

_____ Nationality: _____

National Insurance Number _____

Do you have or need a work permit? Yes / No

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
If yes how many points. _____

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

Employment History

Current Employer: _____

Address: _____

Job description: _____

Current Salary Package: Basic £ _____ Commission £ _____ Bonuses £ _____

Current Gross on Earnings so far this Tax year £ _____

How long have you been employed? _____ Yrs _____ months

May we approach the above employer for a reference? Yes / No

Previous Employment History

Previous Employer: _____

Address: _____

Job description: _____ Gross Salary: _____

How long were you employed? _____ Yrs _____ months Employed from _____ to _____

May we approach the above employer for a reference? Yes / No

Qualifications

Please give details of any qualifications that you have obtained, you may also include details of any on the job training that you may have received.

Subject	Grade or Qualification	Date Achieved

General Questions

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

Excellent communication skills are a mandatory requirement for this position. How would your communications skills enhance the business?

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?

How practical are you? _____

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 a website? 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 the day will be decided for which is best for the company. Part time staff will be advised of the days on which they are required. The store opens at 9.30am and closes at 6pm. As such you will need to arrive by 9.15am 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 accommodated with the Director's approval or the Manager.

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 is 28 working days including Bank holidays and religious holidays. Part-time staff are 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 and are allocated on a first come first served basis with the agreement of the Director. You will also be expected to work on your days off when other staff take their holidays, but will be paid at time and a half

Overtime is paid at time and a half with the exception of Good Friday, Boxing Day and New Year's 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's. 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-----REF 300410

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: _____
