

# Application for Employment – Retail Assistant (26hrs per week, 15-month fixed contract)

**Personal Details**

Please only provide information for where we are free to contact you

|  |  |
| --- | --- |
| Your name: |  |
| Address: |  |
| Post code: |  |
| Telephone: |  |
| Email: |  |

**Present or Most Recent Employment Details**

|  |  |
| --- | --- |
| Job title |  |
| Employer |  |
| Address |  |
| Contact person |  |
| Telephone |  |
| Date appointed |  |
| Reason for seeking other employment |  |
| Present salary or fee income |  |
| Notice required – if applicable |  |
| Have you ever been subject to Disciplinary Proceedings? | |
| If yes, please indicate the outcome: | |

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| **Please give outline the responsibilities associated with your current/previous role:** |
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**Sickness Absence Details**

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| --- | --- |
| Please note that in accordance with the Data Protection Act 1998, all sensitive personal information given will be used in connection with this application process only. Please give details of sickness absence during the last 24 months. | |
| Number of days: |  |
| Number of periods: |  |
| Reason(s) for Absence(s) | |

Please note that for the successful candidate the information supplied regarding sickness absence will be verified with their previous employer.

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| **Please give information about your leisure interests, sports, hobbies, etc.** |
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**Suitability for the role**

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| --- | --- | --- |
| **Please fully complete each section below, giving examples and demonstrating how your experience and skills meet our criteria.** | | |
| **Essential Criteria** | **Your relevant skills/experience** | Internal Use Only |
| Direct experience of selling or promoting products and services in a retail or museum/gallery environment |  |  |
| Excellent communication skills: - able to interact with a variety of visitors with confidence and clarity and understanding of the importance of good customer service |  |  |
| Strong IT skills: - ability to use Microsoft applications (Excel, Outlook and Word), ability to adapt to new technology and IT systems comfortably |  |  |
| A high level of attention to detail, accuracy and excellent numeracy skills |  |  |
| Availability and commitment to working regular weekend hours |  |  |
| The ability to use initiative and multitask |  |  |
| A good sense of responsibility and respect for others |  |  |
| A proactive and self-motivated attitude: - ability to prioritise and organise own time effectively |  |  |
| Commitment to supporting and enhancing the visitor experience at MEAA by working to a high standard |  |  |
| Knowledge of and interest in museums, galleries or heritage environments |  |  |
| **Highly Desirable Criteria** | **Your relevant skills/experience** | Internal Use Only |
| Confidence in cash handling procedures |  |  |
| Experience using an EPOS till system |  |  |
| Awareness of Health and Safety and security issues in a work environment |  |  |
| Previous administrative experience |  |  |
| Experience working in a supporting role, or in a small team |  |  |

**Supporting information**

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| **Please use this space to explain to us why you are suitable for the position:** |
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| Are you eligible to work in the UK?  All applicants will be asked to produce relevant documentation (employers are required to verify status of eligibility to work in the UK) |  |

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| **Criminal convictions**  Do you have any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974?  *A conviction may not preclude you from consideration for the role, depending on the offence.* |  |
| If **YES**, please give details: | |

**References**

|  |  |
| --- | --- |
| Please list two people whom we may approach for professional references. One of these should be your current or most recent employer | |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **May we contact this referee before interview?** | |

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **May we contact this referee before interview?** | |

Museum of East Asian Art reserves the right to take up references, after an offer has been accepted, with any or all of your previous employers.

**Declaration**

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| **Signature**: | **Date**: |

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| **Where did you see this position advertised**: |

Please return this form along with your CV, Equal Opportunities Monitoring Form and a covering letter to: Jill Sutherland, Visitor Services and Retail Manager: [**j.sutherland@meaa.org.uk**](mailto:j.sutherland@meaa.org.uk)

**Deadline for applications: Thursday 20 July 2017 (midnight)**

**Interviews will be held on: Monday 24 July 2017**

Please note we are unable to accept incomplete or late applications.