

REISS

APPLICATION OF EMPLOYMENT

RETAIL

www.reiss.co.uk

PERSONAL DETAILS

Forename: _____ Surname: _____

Contact no: _____ E-mail: _____

Address: _____

Postcode: _____

POSITION

Job Title: _____

RETAIL, Nationwide:

Store Manager

Assistant Manager

Supervisor

Senior Sales Associate

Sales Associate

Are you looking for?

Full time * 40 hours over 5 days to meet the business needs

Part time

Temporary

Preferred Location: _____

Earliest start date: _____

Salary Expectations: £ _____

If you are applying for a Part Time position, please state your availability:

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
From							
To							

Have you previously worked for Reiss? Yes No

(If yes, please specify in what capacity and location) _____

How did you hear about this position? _____

REFER A FRIEND

Has a member of Reiss recommended you for this role? Yes No

If so, please tell us their name, position and department: _____

ABOUT YOU

WHY DO YOU WANT TO WORK FOR REISS?

PERMISSION TO WORK IN THE UK

As part of the Reiss recruitment process, we are required to check your eligibility for employment in the UK. Please note that Reiss will not be able to proceed with your recruitment process if you are not eligible to work in the UK.

Please confirm that you are authorised to work in the UK? Yes No

Please specify type of visa/work permit: _____ Expiry date: _____

QUALIFICATIONS

Highest Qualification: _____

Institution Name: _____

Other relevant qualifications: _____

PERSONAL SKILLS & ACHIEVEMENTS relevant to the position you are applying for:

ADDITIONAL INFORMATION to support your application:

EMPLOYMENT HISTORY Please start with the most recent.
 For all Store Management roles please ensure that you have attached your CV.

From	To	Name and address of Previous Employers	Position and Salary	Reason for Leaving
		<p>Key responsibilities:</p>	<p>Position: Salary:</p>	
		<p>Key responsibilities:</p>	<p>Position: Salary:</p>	
		<p>Key responsibilities:</p>	<p>Position: Salary:</p>	

CRIMINAL OFFENCES

Have you ever been convicted of a criminal offence?

(Other than spent convictions under the rehabilitation of Offenders Act 1974)

Yes

No

If yes, please give full details: _____

DECLARATION

- I declare that all the information given on this form is true and correct.
- I understand that by providing misleading or false information may disqualify me from the appointment or if appointed may result in my dismissal.
- I also understand that any offer is conditional upon receipt of satisfactory references.

Signed: _____ Date _____

Thank you for applying for a position at Reiss. Please note that your details will be treated in the strictest confidence.

Please return to:

Reiss Recruitment Team, Reiss lower level Kent House, 14-17 Market Place, London, W1W 8AJ

Alternatively, if you would like to apply via the Reiss website, please attach your completed application form to an email and send to Jobs@reiss.co.uk

On occasion, it may take some time to process you application; however, if you do not hear from us within four weeks, your application has unfortunately been unsuccessful

FOR USE OF RECRUITING MANAGER& HR ONLY Please circle below :

Is CV attached:

Y

N

Vacant position:

Y

N

Action to be taken: Arrange Interview

Send to another store

Send to HR

Other (please specify)

Feedback after interview: Offer

Regret

Hold on File

Send to other store

REISS