

Reference Number: RS/2022	Title of Post: Retail Supervisor	Location of Post: Charity Shop Locations
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PERSONAL DETAILS

Surname:	Title:
First Names :	Telephone No (including std code):
Address:	Mobile Telephone No:
Post Code:	E-mail Address:

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

Mid Antrim Animal Sanctuary must ensure that you are legally entitled to work in the UK and satisfy the Nationality requirements for appointment.

Applicants must be:

- a. UK National
- b. National of the Republic of Ireland
- c. EU/EEA National (with eligible for) status under the EU Settlement Scheme
- d. National from any other countries with appropriate 'right to work' documentation.

In line with Government requirements, Mid Antrim Animal Sanctuary will request to confirm evidence of your entitlement to work in the UK, prior to any offer of employment being confirmed.

REFEREES

Please name two referees, who have knowledge of your most recent work either paid or voluntary **and** who are in a supervisory/managerial capacity. One referee must be your current or most recent employer or someone who is familiar with your current or most recent voluntary work. (Please note that referees will not be contacted until an offer of employment has been made).

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Post Code:	Post Code:
Telephone Number:	Telephone Number:
Email:	Email:

QUALIFICATIONS

Please detail Qualifications

Qualification Awarded and subject e.g. GCSE/ O-Level – English or equivalent	Grade Attained (if appropriate)	Date Awarded

EMPLOYMENT HISTORY - PRESENT POST (If unemployed – most recent post)

Name and address of present employer/Volunteer Organisation Address: Post Code:	Date appointed (DD/MM/YY)	Present salary per annum £
	Job/Volunteer Title	
	Period of Notice Required	
Please give reason for leaving. Also indicate leaving date (if applicable):		
Principal Duties		

**EMPLOYMENT HISTORY
PAST EMPLOYMENT**

Name of Previous Employers/ Voluntary Organisation and dates Position(s) held Day/Month/Year - Day/Month/Year	Title of Position(s) Held	Principal Duties of Post(s) Held and Reasons for Leaving

Please provide details of any other employment by continuing on a separate sheet if necessary.

DEMONSTRATING YOUR RELEVANT EXPERIENCE AND QUALIFICATIONS

The following sections ask you to outline how you meet the essential criteria and desirable criteria which will be used by the panel when shortlisting. You must clearly demonstrate how you meet each criterion giving relevant examples and providing full details. If you fail to fully complete each shortlisting criterion, the shortlisting panel will find it difficult to assess your application form and may be unable to invite you to interview. The shortlisting panel will not make assumptions as to your qualifications, experience, circumstances, skills and/or knowledge.

Essential Criteria 1

Retail experience, of at least 2 years in the last 10, to include control, rotation and merchandising stock, excellent customer service; and good housekeeping practice to maintain a safe and appealing retail environment:

Essential Criteria 2

Strong team working abilities with the ability to motivate others:

Essential Criteria 3

Good organisational skills with the ability to use initiative and excellent numeracy, literacy and IT skills:

Essential Criteria 4

Awareness of the Charity Shop sector, with sufficient experience of working or shopping within it to identify multiple produce brands and values:

Essential Criteria 5

Flexible and willing to work across the number of Sanctuary subject to business needs:

Essential Criteria 6

Valid driving licence and access to transport to enable the requirements of the post:

Desirable Criteria 1

Experience of working in a charity shop and an understanding of the culture within these shops:

HOLIDAY ARRANGEMENTS

Please indicate planned holiday arrangements or other dates when you are unavailable for interview.

Mid Antrim Animal Sanctuary is under no obligation to take account of holiday arrangements but will endeavour to do so if practicable.

ADVERTISING

Please indicate how you became aware of this vacancy:

PERSONAL DECLARATION

I declare that to the best of my knowledge the information given is honest and accurate. I understand that any wilful misstatement or omission renders me liable to disqualification or, if appointed, to dismissal.

I understand that the appointment is subject to receipt of satisfactory references, the verification of qualifications required for the post (as per the personnel specification) and relevant disclosure check.

I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions Data Protection.

Mid Antrim Animal Sanctuary is committed to protecting your privacy in line with our policy, this may be downloaded from our website.

Signature: _____ Date: _____

Completed application forms should be returned by the closing date of Friday 28 January 2022 at 5pm to:

Hard copy forms to:

Personal for – Janet Hume
Mid Antrim Animal Sanctuary
Greystone Road
ANTRIM BT41 2QN

or

Electronic forms to:
privacy@midantrim.org