

THE ROBERT PRICE GROUP

APPLICATION FORM for EXTERNAL SALES

Robert Price is an equal opportunities employer

An electronic version of our Privacy Policy is published on our website: www.robert-price.co.uk

Please contact us on 01873 858585 if you require an application form in large print.

Personal Details

Your full name:

Home address:

E-mail address:

Phone number(s):

Nationality:

What documents will you be producing in support of your right to work in the UK?

Where did you hear about this vacancy?

If this was from an existing Robert Price employee, please give their name:

What other employment interests do you have:

If offered this position, will you continue to work in any other capacity? If yes, please give details including hours:

Please give details of the remuneration package you require:

How much notice do you have to give (if relevant) and when would you be available to start work?

Is the role you have applied for within commutable distance for you and how would you travel to work?

Interviews

Preliminary interviews may be conducted remotely using Teams or Zoom.

Do you have access to these platforms?

Say here if there is a time or day of the week which suits you best?

Adjustments

If successful, what reasonable adjustments are required in the workplace to allow you to take up the role?

Employment History

List your present and past employment, **starting with your most recent**. Copy this sheet for more entries if necessary.
If you are enclosing a CV please complete this page as well.

Name & Address of Employer	From: Month & Year	To: Month & Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title				
Describe the work you did:					
Tel:					
Type of business	Reason for leaving				

Name & Address of Employer	From: Month & Year	To: Month & Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
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			per	per	
	Job Title				
Describe the work you did:					
Tel:					
Type of business	Reason for leaving				

Please describe any other work you have been involved in, e.g. voluntary, freelance, project work etc.

Dates/duration	Description

Education, Qualifications & Training

Beginning with the most recent events, give details of your education, qualifications and training to date. If invited to attend an interview, please bring your qualification certificates with you.

Places attended	Dates From/To (optional)	Qualifications Gained

Interests

Give details of your main interests outside work

Additional Information

Give any further information which you think may assist us in considering your application.

References

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers who we may approach with regard to your application. By giving these referees, you authorise us to approach them for a reference. If this authority is conditional please state your conditions.

Name:	Name:
Company:	Company:
Address:	Address:
Email:	Email:
Telephone:	Telephone:

If this reference authority is conditional (e.g. upon job offer) please state your conditions here:

EXTERNAL SALES REPRESENTATIVE APPLICATION

Please use additional sheets if necessary, using the paragraph numbers

Licence Details

Licence type	Date of passing test	Expiry date	Endorsements/ accidents within last 3 yrs
Full driving licence			
Groups covered:			

Experience

1. What aptitudes, skills and personality traits do you have which you think would be most relevant/helpful for this position?

2. Describe your knowledge of building materials and their applications. Highlight areas of product expertise and weaknesses.

3. Describe what you think is the primary role of a builders merchant's external sales representative.

4. How would you manage your working time to ensure that it was spent productively?

5. (a) Describe your approach to margin and prices

5. (b) What are the advantages and disadvantages of working within price guidelines?

5. (c) Explain what scope you have been given to set margin in previous jobs. What changes would you have wanted, if any, and why?

6. Describe how you might set about finding and developing new sales opportunities

7. Describe how you might increase i) turnover and ii) margin from existing account customers

8. (a) What do you understand by pro-active selling?

8. (b) How have you used these methods to obtain profitable business?

9. What short, medium and long term measures would you put in place to help you to achieve maximum results?

10. How can good communication improve sales and customer service?

11. (a) How would you describe your sales and customer service techniques?

11. (b) How might your approach differ when dealing with i) public sector accounts, ii) national house-builders iii) small builders iv) self-builds?

12. When tendering for large orders to site, what factors are relevant and what options would you consider and why?

13. What considerations apply when pricing for delivered goods?

14. Give details of your IT skills and experience with office systems and programmes

15. Describe the advantages and disadvantages of modern communication methods for the 21st century sales representative.

16. Give details of any driving accidents/claims which you have been involved in during the last 3 years

17. (a) Describe the geographical areas with which you are most familiar.

17. (b) Give details of any areas in South Wales you have previously covered as a sales representative.

Please give details of any relevant medical conditions you have which might reasonably be considered to affect your ability to perform the job:

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Are you a smoker/vaper? (all our workplaces are non-smoking areas)

Declaration

The information given in this application is correct.

Signature:..... Date:

Please return completed form by email to: jobs@robert-price.co.uk