

THE ROBERT PRICE GROUP

APPLICATION FORM for ASSISTANT BRANCH MANAGER

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 HistoryList 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

Compliance Training

Give details of training you have had and include dates. (Anti-discrimination, H&S and risk management, GDPR and privacy protection, consumer rights, handling complaints, accident investigation, card fraud, first aid etc.)

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Interests

Give details of your main interests outside work

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References

Please provide details 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

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

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

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ASSISTANT BRANCH MANAGER APPLICATION

Please use additional sheets if necessary, referring to the paragraph numbers

Licence Details and Driving History

Licence type	Date of passing test	Expiry date	Details of all endorsements/ accidents within last 3 years
Full driving licence			

Describe the geographical areas in South Wales with which you are most familiar

Experience

1. What aptitudes, skills and personality traits do you have which you think are most relevant/helpful for the role of an Assistant Branch Manager?

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

3. How would you generate more business/customers for the Branch?

4. How would you go about making a change at the Branch?

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

6. What do you understand by pro-active selling? Give examples where this has succeeded and failed.

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

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

Give examples of your current usage of Excel

9. How do you manage your working time to ensure that it is spent productively?

10. Give examples of your organisational skills

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

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

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