

ROUNDABOUT

7a Blackminster Business Park, Blackminster, Evesham, Worcs. WR11 7RE

Tel. 01386 83 30 30 Fax: 01386 832384

Email: admin@roundaboutevesham.org.uk

Application for the post of: **Sales Supervisor – Part Time**

Closing Date: **Monday 12th December**

Please Note: **Do not send CVs or testimonials with this form.
When completed, this form should be returned to:
The Manager, Roundabout
7a Blackminster Business Park, Blackminster,
Evesham, Worcs. WR11 7RE**

Personal Information

Surname First Name(s)

Address Date of Birth

..... Tel No: (Home)

..... Tel No: (Mobile/Other)

Post Code Email

Present or Most Recent Employment

Name of Employer

Address

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Telephone No

Job Title and Duties

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Date Commenced..... Date Finished (if applicable)

Reason for leaving

Salary

Previous Occupations (no more than 5)

(Please give brief details starting with the most recent first)

Name of Employer

Job Title and Duties

Date Commenced..... Date Finished

Reason for leaving

Name of Employer

Job Title/Duties

Date Commenced..... Date Finished

Reason for leaving

Name of Employer

Job Title/Duties

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Name of Employer

Job Title/Duties

Date Commenced..... Date Finished

Reason for leaving

Name of Employer

Job Title/Duties

Date Commenced..... Date Finished

Reason for leaving

Having an 'unspent conviction' as defined by the Rehabilitation of Offenders Act 1974 will not necessarily bar the applicant from being employed by Roundabout.

Have you ever been convicted of a criminal offence *Yes/No

Do you hold a full current driving licence? YES / NO

If your application is successful, you will be required to produce all relevant parts of your driving licence.

Give details of any points/convictions

Education / Training (from 14 years)

School / College / University / Course	Date From	Date To	Qualifications

Application Questions

Why are you interested in working for Roundabout?

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Please outline your suitability for the role, including any relevant experience in and IT capability?

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Competency Based Questions

Personal responsibility

Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity. Takes personal responsibility for own actions and for resolving issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.

Please provide an example when you have taken responsibility for your actions and sought to improve?

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Problem solving

Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions. Gathers enough relevant information to understand specific issues and events. Uses information to identify problems and draw logical conclusions. Makes good decisions.

Please provide an example when you have used your problem solving skills to solve particular problem and what was the outcome?

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Resilience

Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through. Shows reliability and resilience in difficult circumstances. Remains calm and confident, and responds logically and decisively in difficult situations.

Please provide an example where you were working under pressure?

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Respect for diversity

Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their protected characteristics. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.

Please provide an example, which demonstrates your understanding of respect for diversity?

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Team working

Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions. Works effectively as a team member and helps to build relationships within it. Actively helps and supports others to achieve team goals.

Please provide an example where you led or worked in a team?

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Effective communication

Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed. Makes sure that others understand what is going on. Communicates all needs, instructions and decisions clearly. Adapts the style of communication to meet the needs of the audience. Checks for understanding.

Please provide an example where you had to explain something complex to a colleague or a customer. Which problems did you encounter and how did you deal with them?

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Customer Focus

Focuses on the customer and provides a high quality service that is tailored to meet their individual needs. Provides a high level of service to customers. Maintains contact with customers, establishes what they need and responds to them.

Please provide an example when you had to work hard to meet the needs of a service user/customer?

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Referees:

Please provide two referees. One should be a present or most recent employer (no relatives).

Name	Name
Address	Address
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.....
Post Code	Post Code
Tel. No.	Tel. No.
Occupation	Occupation

Declaration

I confirm that the information given on this form is true and accurate.

Signature of applicant Date

If selected for interview candidates should bring with them their passport or birth certificate to satisfy relevant employment legislation.