

# Walkers of Oakham

24 March 2022

Thank you for taking the time and trouble to find out about the staff vacancies that we currently have available in our Oakham shop.

We have two positions available; both involve working on Saturdays. Position 1 would suit someone who is free at weekends and is looking for a few hours work and maybe to gain experience in the workplace. Position 2 would suit someone looking for a few more hours each week and includes working on weekdays too.

Our Saturday staff play a crucial role in serving our customers at the very busiest time of the week and whilst we have a fixed two week rota, there is often extra work available to cover staff holidays and also at our busy times of the year.

Walkers is a family run Company that has been serving the people of Oakham and Rutland for 50 years. Our shop in Oakham trades as a newsagent, stationers and specialist bookshop together with a handpicked selection of greetings cards and a full Ferrero franchise.

The bookshop stocks thousands of titles and we offer a next day ordering service for over 400,000 books that are not in stock. We can obtain virtually any book that is 'in print' in the United Kingdom for our customers. We have over 2,500 different greetings card designs in stock at any one time and each design and range is handpicked to meet the needs of our customers and to reflect the ever-changing fashions within the industry. We stock a wide range of the most popular newspapers and magazines and offer a 'customer save' facility for our regular customers.

The nature of our business makes greater demands on our staff than the average retail outlet, but the diversity of what we sell together with looking after our wonderful customers offers both interesting and rewarding job opportunities in return.

We are fully committed to providing exceptional customer service and care and we are looking to recruit cheerful, committed, enthusiastic and hard working staff, who will take pride in achieving this.

Thank you for your interest in a position with Walkers. We have pleasure in enclosing a job description and application form and hope to hear from you soon!

**27 High Street OAKHAM Rutland LE15 6AH**

Partners: A D Walker, T P Walker, J Walker

Tel: 01572 723957

E-mail: [oakham@walkersbookshops.co.uk](mailto:oakham@walkersbookshops.co.uk)

## JOB DESCRIPTION

**Job Title:** Part Time Sales Assistant – Please note the two different sets of hours below. In your application, please let us know which position you are applying for.

**Duties:** Serving Customers; helping customers; checking off and pricing deliveries; putting stock away; general housekeeping & cleaning.

**Start Date:** 1<sup>st</sup> May or possibly sooner, with a couple of hours training during the week before,

We are a busy shop in the heart of Oakham and this job revolves around working as part of our friendly shop team to look after and serve our customers.

We are looking for someone who is cheerful, conscientious, reliable and enjoys working with people in a customer facing and customer focussed role.

When not helping customers, you will work to ensure that the shop is clean, tidy, well stocked and always looking at its best. We stock a great range of products, books, cards, newspapers & magazines, stationery, gifts and Thorntons chocolates and as you settle in you will learn about all these different product areas.

**Responsible to:** Branch Manager & Assistant Manager

**Hours:** The hours below are a guide to the hours for this position. We work to a regular 2 week rota, although you are expected to be flexible with regards to the hours that you work in order to cover for staff holidays, staff absence and busy times of the year.

### Position 1 – main hours Saturday only

Week No	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Off	Off	Off	Off	Off	8.30am – 1pm	Off
2	Off	Off	Off	Off	Off	1pm – 5.30pm	Off

### Position 2 – main hours Saturday and mid-week

Week No	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Off	Off	Off	9am – 2pm	Off	9am – 5pm (1hr lunch)	Off
2	Off	Off	Off	9am – 2pm	Off	9am – 5pm (1hr lunch)	Off

**Rate of Pay:** Age 16 -20 - £7.60 per hour

Age over 21 - £9.90 per hour

**Holiday Entitlement:** 6 Working weeks

Please return your completed application form, as soon as convenient, to:

Mrs Angela Wainwright  
Walkers Bookshop  
27 High Street  
OAKHAM  
Rutland LE15 6AH

Or e-mail: [admin@walkersbookshops.co.uk](mailto:admin@walkersbookshops.co.uk)

# Walkers of Dakham

## Application Form

Form to be completed in full in your own hand-writing. Do not refer questions to an accompanying C.V. If you are unable to complete the form yourself, please indicate this below under "Details of any adjustments" and state why.

Position applied for:

Full Name

Address	Home Telephone No:
	Mobile Telephone No:
Post Code	E Mail:

Driving Licence	yes/no	Full/Provisional	LGV/PCV/Other
Details of any current endorsements/driving bans during the last 10 years			

Details of any adjustments you may require at interview

References	
Most recent employer	Other
Name	Name
Address	Address
Telephone No	Telephone No
Please indicate by signature which of the following statements you agree with:	
I give my permission to take up my references prior to an offer of employment being made	
I do not give my permission for references to be taken up prior to an offer of employment	

<b>Right to take up employment in the UK</b>	
Are there any restrictions to your right to take up employment in the UK?	Yes/No
If yes please detail country of origin and restrictions:	



**Personal interests, hobbies or anything else you would like to tell us about yourself or why you would like to work at Walkers**

**Data Protection**

The information provided by you on this document and obtained from other sources in the process of dealing with your application for employment will be used in a confidential manner. We may check the information you provide to us with third parties and otherwise use the information in ways relevant to your application only as permitted under current law. If your application is successful, the document will be retained on a confidential personnel file with access restricted to only those employees who are authorised access in the normal course of their duties. This will normally be your immediate manager, HR Manager and Payroll personnel but may also include external auditors; government officials or other legally entitled persons. If your application is unsuccessful the document will be retained for a period of time considered to be appropriate to the organisation to enable it deal with any legal challenge relevant to this recruitment process. By signing this document, you agree to the processing of your sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner.

**Declaration**

I declare that the information I have provided in this application is accurate and true and I understand that if I have provided misleading or untrue information this will disqualify me from appointment or may result in my dismissal if appointed.

Signed ..... Date ...../...../.....

Please continue on a separate sheet of paper if you run out of space anywhere on this form.

Please return your completed application form, as soon as convenient, to:

Mrs Angela Wainwright  
Walkers Bookshop  
27 High Street  
OAKHAM  
Rutland LE15 6AH

Or e-mail: [admin@walkersbookshops.co.uk](mailto:admin@walkersbookshops.co.uk)