

# Walkers of Oakham

08 May 2024

## Company Synopsis

Walkers is a family run Company that was established by Philip Walker in 1972 in Oakham, Rutland. We currently trade from our two shops, in Oakham and Stamford where we have been serving the community since 1978. It has been an exciting few years for us as we have undertaken a major re-fit and moved our book department into the shop next door too.

Our bookshop stocks thousands of titles and we offer a next day ordering service for over 500,000 books that are not in stock. We are able to obtain virtually any book that is 'in print' in the United Kingdom for our customers.

Our other three main product areas are newspapers and magazines, greetings cards and Thorntons, although we also sell a small range of stationery and a selection of lovely gifts as well.

The variety of the products that we sell, together with the fact that we are a busy shop, makes greater demands on our staff than the average retail outlet, but offers both interesting and rewarding job opportunities in return.

Walkers 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. Please find the job description, together with an application form below and we very much look forward to receiving your application.

*Tim Walker*

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

Tel: 01572 723957 E-mail: [admin@walkersbookshops.co.uk](mailto:admin@walkersbookshops.co.uk)

Partners: T P Walker, J Walker, GAPW Walker

Registered in England No: 1339497 Registered office: 27 High Street Oakham Rutland LE15 6AH

## JOB DESCRIPTION

**Job Title:** Part Time Sales Assistant

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

**Starting Date:** Mid - Late June

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. 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:** 14 per week averaged over our two-week rota

Mon 1	Tues 1	Weds 1	Thurs 1	Fri 1	Sat 1
Off	Off	10-2.	10-2.	Off	10-4.30

Mon 2	Tues 2	Weds 2	Thurs 2	Fri 2	Sat 2
9-12.	9-5.30	Off	10-2.	Off	Off

We work to a regular 2 week rota, although we ask that you 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. This role currently involves working one out of every two Saturdays.

This is a permanent position, so would not be suitable for applicants seeking temporary or weekend only work.

**Rate of Pay:**

Age	Pay per hour
Under 21	£9.00
Over 21	£11.50

**Holiday Entitlement:** 6 Working weeks

Please return your completed application form to:

George Walker, Walkers of Oakham, 27 High Street, OAKHAM, Rutland, LE15 6AH

Or email – [admin@walkersbookshops.co.uk](mailto:admin@walkersbookshops.co.uk)

# Application Form

Thank you for taking the time and trouble to complete this application form. Please 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

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

## Right to take up employment in the UK

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**

**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.