

## The role

Our customer service assistants are responsible for serving our customers and maintaining the highest standards of customer service

Applicants should be self-motivated, well organised, take pride in their appearance and have a passion to deliver good customer service.

You should be a good time keeper and be able to work well as part of a team.

Good communication skills are also essential.

Applicants do not need previous experience in this role as full training will be provided, however some previous experience would be beneficial.

## About you:

FULL NAME:		Date of birth:	
Address:			
Postcode:		Telephone (Home):	
Mobile:		Email:	

## Education History

Please give details of all establishments attended, together with the qualifications you obtained.

School/College Attended	Course/Qualification Grade

## Employment history

Please list your employment history starting with your most recent employer.

Additional information can be added on a separate sheet if required.

Dates	Employer	Position/Duties	Salary	Reason for leaving

## Training Courses

Please give details of any other relevant qualifications (e.g. First Aid, Customer Service etc.)

Training Provider	Course/Qualification	Date taken

### Leisure Interests and hobbies

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### Your Availability

Available start date:	Minimum and maximum hours you are available each week:	List any times/days during the week you are unable to work

### References

Please give the name and addresses of your two most recent employers or independent referees who have known you well for more than two years. (NB Referees will not be contacted without your prior approval.)

Name		
Address		
Telephone		
How does the referee know you?		

## And finally...

Do you have a current right to work permit?

Yes	No
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If you have a disability or suffer from a medical condition then please tell us of any reasonable adjustments we may need to make to assist you should you be called for an interview.

Have you ever been convicted of a criminal offence or do you have pending court offences?

Yes	No
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If Yes,

Please give details:

## Declaration

I confirm that the information given by me is correct to the best of my knowledge. I understand that Isle of Sark Shipping reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given by me is inaccurate or misleading in any way.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Completed applications should be returned to:

**Mrs L Homer**

**Manager**

**The Isle of Sark Shipping Company Limited**

**White Rock**

**St Peter Port GY1 2LN**

Telephone contact (01481) 724059

Or by email to: [lynne@sarkshipping.gg](mailto:lynne@sarkshipping.gg)