



**POP ART
PRODUCTS**

Pop Art Products Ltd Employee Application Form

ROLE 1 : IT ASSISTANT

Main duties will include mainly work on our online platforms such as Ebay and Amazon, as well as our own websites. The role also includes data handling and entry using spreadsheets and our in house database system. Other general office work may be included too such as answering the phones at busy spells.

The applicant should be a good basic knowledge of computers, have good typing speed, and have a solid methodical approach to work.

ROLE 2 : GENERAL OFFICE ASSISTANT

Main duties will include mainly admin and clerical work including customer service via phone and emails. It will include helping with filing, invoices, and payroll. Also elements of data handling and input.

The applicant should be a good basic knowledge of computers and spreadsheet, have good typing speed, and have a solid methodical approach to work. Excellent customer service skills and telephone manner is essential.

NOTE:

As this is a small business both roles have some overlap, and may at times need staff to cover each other. Please note which job you are applying for / which you prefer.

The role is flexible so could be suited to an enthusiastic young/ inexperienced candidate or equally someone with formal qualifications or experience. Fill out the form emphasising what skills you have which suit this particular role and we will consider all applicants equally.

TRAINING:

Full training will be given on starting the role.

HOURS:

Hrs maybe flexible to accommodate other commitments - from part time or selected days to full time.

SALARY:

The salary starts at minimum wage, with a view to review this after 6 months of work. More experienced staff may negotiate at interview if they feel it's applicable.

ABOUT US:

The business currently employs around 15 full time staff. Normal hours are 9 – 5 mon – fri but hours can be flexible so include any preferences and details if applicable. The role is based at Carnaby. As a small and growing business there are opportunities for enthusiastic and ambitious staff to develop and progress in the business as it increases in size.

WHAT NEXT?

To apply for the post please complete this application form and return along with an up to date CV to jobs@pop-art-products.co.uk

If you have been successful we will contact you for an interview. Please note we cannot answer specific enquiries as to why anyone was unsuccessful in their application.

KAPOW GIFTS AND WG WHOLESALE GIFTS, TRADING DIVISIONS OF POP ART PRODUCTS LTD

Pop Art Products Ltd . Redshaw House . Carnaby Industrial Estate
Carnaby . Bridlington . East Yorkshire . YO15 3Q. Tel 01262 670399

Please complete the details below to apply:-

Position Applied For	
Full Name	
Title (Mr Mrs Miss)	
Address Line 1	
Address Line 2	
Town	
County	
Postcode	
Telephone Number	
Mobile Number	
Email Address	
Date of Birth	
Marital status	
Do you have children / dependents.	
Date of Birth	

Hobbies, Interests and Pastimes	
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Reasons for interest in this position and experiences and skills you have relevant to this position.	
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List you're five strongest skills and attributes as a person, and explain how they can help you in this role.	
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Qualifications – include marks & pass levels

	Description	Grade
GCSES or equiv		
GCSES or equiv		
GCSES or equiv		

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GCSES or equiv		
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GCSES or equiv		
GCSES or equiv		
GCSES or equiv		
GCSES or equiv		
A-LEVELS or equiv		
A-LEVELS or equiv		
A-LEVELS or equiv		
HIGHER education		
OTHER qualifications		
OTHER qualifications		
OTHER qualifications		

Reference One

Name	
Address Line 1	
Address Line 2	
Town	
County	
Postcode	
Telephone Number	
Fax Number	

Reference Two

Name	
Address Line 1	
Address Line 2	
Town	
County	
Postcode	
Telephone Number	
Fax Number	

Previous Jobs and Work Experiences with dates of work, tasks undertaken & reasons for leaving:-

<i>e.g Tesco 2002-2006</i>	<i>e.g Cashier, using tills and stock control. Made redundant</i>

In order for us to fully understand you're needs in the workplace please can you answer the following:-

Do you have, or ever had in the past, any problems with you're back, joints or other mobility problems?	
Do you have any form of other health issue that may in some way affect you're work?	

Date you can start	
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Full Driving License (y/n)	
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Any specific hours preferred	
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Please return the form along with a CV if possible by email to **jobs@pop-art-products.co.uk**

Or post to:
 Pop Art Products Ltd . Redshaw House . Carnaby Industrial Estate, Carnaby .
 Bridlington . East Yorkshire . YO15 3Q.

Should you be asked to interview please bring along you're qualification certificates, and any written references you may have.