

# APPLICATION FORM

### So, what have we got to offer you?

- Having been recognised as Fashion Retailer of the Year TWICE, Topshop is a strong and credible brand to work for - creativity, innovation, results and effort are all recognised and rewarded
- With over 400 stores and our flagship store at Oxford Circus (London), we offer exciting careers in fashion retailing.
- You could be running your own store in your early 20's - we recognise and reward talent and ability.
- Buyers buy multi million pound fashion ranges by their mid 20's
- By your early 30's you could head up a function

### Training And Development

Training is not something we take lightly. A considerable investment of time and resources is made into everyone's development - to confirm this we recently received the Investors In People award.

- You will work through competencies and receive opportunities to develop yourself and your skills.
- You'll work alongside established and experienced members of the team in the business.

You can drive your own development by choosing from a range of development opportunities such as

- Regular reviews
- Annual appraisals
- Support from your line manager/coach.

But we want you to use your own initiative to get the most out of the opportunities on offer - this is a partnership, we will give you every chance to make the most of your skills; it's down to you to take them.

### How can I progress?

Timescales	Level	Reward
Maximum 3 months	Training level	Pay rise + bonus
Maximum 9 months	Standard Level	Pay rise + bonus
Minimum 1 year	Advanced Level	Pay rise + bonus
	Top Level	Pay rise + bonus
	- can now apply for management positions	

### Who Are You?

- You're passionate about fashion, and get excited about our clothes and styles.
- You demonstrate behaviours such as great communication skills and building rapport with people
- Your idea of a great day out is shopping with your mates (in our stores preferably!)
- You'd die to work in a young, funky environment all day/every weekend
- You love celebrity watching and reading fashion magazines

In essence - you're driven to exceed our customer expectations, set new standards of service, and enjoy yourself

### Benefits

As well as offering an exciting and rewarding career, working for us can offer many other benefits:

#### ESSENTIAL BENEFITS

- Staff Discount - 25% discount on all group merchandise
- Paid holidays - minimum of 22 days holiday per year
- Personal Accident Insurance
- Contributory final salary pension scheme
- Life Assurance Cover

#### EXCLUSIVE BENEFITS

Arcadia has used its market position and buying power to secure a range of discounted services, products and deals for you. Exclusive benefits are about making your money go further. There are discounts available on travel, leisure clubs, eating out, computers, insurance and electrical goods.

It's your choice

# APPLICATION FORM

## PLEASE TELL US ABOUT YOURSELF

Name ..... Mr Miss Mrs Ms .....  
First Name ..... Surname .....  
Address/Postcode .....  
.....  
Date of Birth ..... Tel no .....  
NI Number .....

	E	D
1		
2		
3		
4		

How did you learn of this vacancy .....

Why do you want to work for us (in 20 words or less) .....

What are the 3 main fashion trends this season? 1 .....  
2 .....  
3 .....

## ABOUT THE JOB

Position applied for .....  
What attracts you to this position? .....

S	
A	
T	

## ABOUT YOUR EXPERIENCE

When have you delivered/received great service? What did you do/receive? How did you measure it? .....

	E	D
5		
6		
7		

Describe a situation where you have had to deal with a difficult customer/situation. What did you do? How effective was this. ....

Give an example of where you have seen an opportunity to improve something, and have acted upon it. What did you do - what happened as a result .....

**AVAILABILITY TO WORK**

Please let us know what times during the week you would be available to work, by ticking the appropriate boxes

	SUN	MON	TUES	WED	THURS	FRI	SAT
MORNING							
AFTERNOON							
EVENING							

8	E	D

How many hours would you be prepared to work per week?

Minimum hours ..... Maximum hours .....

Are you prepared to work additional hours as and when the needs of the business require? **Yes / No**

**ABOUT YOUR PREVIOUS EMPLOYMENT**

Please give details of your last 2 years employment, starting with your current/last employment

Date (from/to)	Name/address of employer	job title/salary and responsibilities	reason for leaving

9	E	D

**EQUAL OPPORTUNITIES**

Do you consider yourself to be disabled? **Yes / No**

Please let us know if there are any adjustments we need to make to enable you to compete fairly for this job .....

All employees are required to provide original documentary evidence of their right to work in the UK, prior to commencing employment.

Do you have the right to work in the UK? **Yes / No**

Are there any restrictions on your right to work in the UK? .....

10	E	D

**DECLARATION**

I confirm that the information given by me is correct to the best of my knowledge. I understand that the Company reserves the right to withdraw the offer of employment or to terminate employment already commenced if information given by me is inaccurate or misleading in any way. Any job offer is conditional upon the receipt of satisfactory references and medical report.

TOTAL	E	D

Signature .....Date .....