



34 Waterloo Street

Derry. BT48 0JX

028 71372550

Application for employment as OPTICAL ASSISTANT, PART TIME.

Closing date 17TH January 2018

THE COMPANY:-

theopticians.ie is a local family business which has an excellent reputation for our friendly and professional customer service and superb value for money. Right now, we need great people to maintain this high reputation. This is where you come in!

If you have a combination of technical and customer services skills and enjoy helping people, a career as an optical assistant could be for you.

Responsibilities.

As an optical assistant you'll need to:

- give advice to patients on lens type, frames and styling;
- give advice on the care and use of contact lenses;
- advise patients when adjustments or repairs to spectacles are needed;
- select, manage and order a range of optical products;
- order lenses from prescription houses;
- check lenses on delivery to ensure that they meet the required specifications;
- arrange and maintain shop displays;
- liaise with sales representatives from vision care product suppliers;
- keep accurate patient and business records.
- You will also need to assist the practice manager with the day-to-day management of the practice;
- You'll need to dress smartly and maintain a high level of courtesy and professionalism with customers.

Skills

You'll need to show:

- an aptitude for science and maths;
- the ability to handle ophthalmic instruments;
- a strong commitment to customer care and confidence in dealing with people;
- communication skills to give clear advice to customers;
- sales skills and the ability to inspire customer loyalty;
- commercial awareness;
- team working skills;
- manual dexterity and attention to detail.

Work experience

You will need to show previous experience working in a retail/customer service background. Optical experience is desirable.

Qualifications

GCSE English, Maths and at least two other subjects.

Working hours

The practice usually operates from 9.15am to 5.45pm Mondays, Tuesdays Wednesdays and Fridays; Thursdays 10am-5.00pm and Saturdays 10am-3.00pm

The position averages 16 hours per week on a 2 week rota basis: Week 1 is 2 full days and Week 2 is 1 full day and 2 half days one of which will be a Saturday.

You will need to be available to work 5 days per week on occasions when your colleagues are on leave.

Personnel specifications available on request.

1. Personal details

Surname (Block letters).....

Other names.....

Address.....

.....

.....

Post code.....

Telephone.....

Email.....

2. Driving licences held.

(Include any points on your licence and the reasons for them.)

3. Education and training

Start with most recent and work back. Include all. Continue on a separate sheet if necessary.

School or college attended	Qualification attained

4. Details and results of any examinations taken/qualifications gained

Start with most recent and work back. Continue on a separate sheet if necessary.

Level (eg:GCSE/NVQ/degree)	Title/Subject	Date awarded	Grade attained

5. Complete Employment history- include all

Start with your most recent job and work back. Continue on a separate sheet if necessary.

Name of employer	Dates (from-to)	Job title and duties	Salary/rate of pay	Reason for leaving

6. Please tell us about the other interests you have and give relevant examples of situations where you have used the skill you have learned. You may continue on a separate sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the student to write their response to question 6. The box occupies most of the lower half of the page.

7. Please tell us why you applied and give examples of skills you have that make you particularly suited to the job. You may wish to give examples of situations where you have used these skills. You may continue on a separate sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to question 7. The box occupies most of the page below the question text.

8. Please tell us why you think this job in particular would suit you? You may continue on a separate sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to question 8. The box occupies most of the page below the question text.

9. Referees

Please give the name and address of two referees, one of whom should be your current or most recent employer.

No approach will be made to your present employer before an offer of employment

Name:	Name:
Position:	Position:
Contact address:	Contact address:
Contact tel.:	Contact tel.:

10. Please tell us about any adjustments we may need to make to assist you at interview.....

11. Please tell us if there are any dates when you will not be available for interview.....
.....

12. I can confirm that to the best of my knowledge the above information is correct. I accept that providing false information could result in my dismissal.

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

General guidance notes

- Practice writing your answers on a blank piece of paper before you fill in the application form so you don't make mistakes. Mistakes on the form will not impress an employer.
- Fill in the application form in black ink and use CAPITAL letters.
- Answer all the questions with information that is relevant to the job you're applying for. Avoid using 'Not applicable' (n/a).
- Keep a photocopy of your form as a useful reminder of what you wrote if you get an interview.

Guidance for filling in this form

Section 1 Fill in all the details in CAPITAL letters.

Section 2 Give details of all driving licences you hold. For example motorcycle, car, HGV and PCV.

Section 3 Give details of universities, colleges, schools or other training places you have attended, putting the most recent first then working back.

Section 4. List the examinations you took and the grades and results you achieved.

Section 5. Give details of all your previous jobs, putting the most recent job first then working back. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you're applying for. Use a separate sheet of paper if necessary.

Sections 6-8. These sections are very important because they give you the chance to sell your skills to the employer. Include any information that you feel makes you particularly suitable for the job. For example, previous experience, voluntary work, hobbies, language skills and relevant study and qualifications. If you don't have any formal qualifications, mention what you were good at or particularly enjoyed at school.

Section 9. Give the names, addresses and telephone numbers of two people who will act as character references for you. This is usually a previous employer and someone you have known for at least five years such as a family friend or neighbour, but not a relative. Please check with the people that they are willing to provide a reference for you before you put their details on the form.

Section 10. Tell us in this section about any special arrangements you need if you are invited for an interview.

Section 12. Sign and date the form to confirm that the information you have given is correct.