

Brianne's Boutique & Teresa's Hallmark Sales Associate Job Description

Position Purpose:

To provide outstanding customer service to all customers, merchandise all product, actively sell the product and perform appropriate cash transactions.

Nature and Scope:

The Sales Associate reports to the Owner, Store Manager or Lead Sales Associate.

A Sales Associate is responsible for providing outstanding customer service to every customer who enters the store. This performance must reflect a conscious effort to give the customer's needs priority over operational job responsibilities.

The Sales Associate will develop selling skills and product knowledge to respond to all customer questions. The Associate will have access to store cash and product assets and will be accountable for the same.

The Sales Associate will be expected to learn all new styles and patterns of the store's product lines, and will be able to describe them without reference

The Sales Associate is challenged to follow all directives and perform in a consistent manner regarding customer service, merchandising and money knowledge. This challenge requires the ability to accept change on a regular basis and the ability to work with a diverse group of people.

The Sales Associate receives guidance from the Owner and Store Manager as well as the Lead Sales Associate.

Performance of this position can be measured by sales statistics, customer satisfaction, approach to assignments and store appearance. An annual performance review may be included.

Fulfillment of the duties of this position requires that the incumbent have strong verbal skills, interpersonal skills, flexibility and the ability and willingness to learn the retail business. In addition, the position may require physical duties involving lifting fixture parts and cartons weighing 40 pounds, and standing for long periods of time. Due to financial aspects of the job, the incumbent must also have the aptitude for calculations.

I am applying for:

☐ Brianne's Boutique

☐ Teresa's Hallmark

☐ Both

TERESA'S HALLMARK / BRIANNE'S BOUTIQUE

APPLICATION FOR EMPLOYMENT

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Business Telephone ()
Have you ever applied for employment with us? Yes _____ No _____ If Yes Month and Year _____			Pay Expected
Position Desired			Are you of legal age to work? Yes _____ No _____
			Will you work overtime if asked? Yes _____ No _____
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Other special training or skills (language, office machines, computers, etc):			

EDUCATION

School	Name and Location of School	No. of Years Completed	Did You Graduate?	Degree or Diploma
Elementary				
High School				
Business / Trade / Technical				
College				
Graduate School				

Membership in Professional or Civic Organizations

(Exclude those which might disclose your race, color, religion or national origin)

Applicants will receive consideration without discrimination because of race, color, sex, age, national origin, handicap or veteran status

EMPLOYMENT HISTORY

Please provide an accurate and complete employment record, including both full and part time positions. Start with your present or most recent employer and then provide previous employers.

1	<div style="border-bottom: 1px solid black; padding-bottom: 2px;">Company Name</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Address</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Name of Supervisor</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">State Job Title and Describe Your Work</div>	<div style="border-bottom: 1px solid black; padding-bottom: 2px;">Telephone ()</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Employment Dates (Month and Year) From To</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Weekly Pay Start Last</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Reason for Leaving</div>
2	<div style="border-bottom: 1px solid black; padding-bottom: 2px;">Company Name</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Address</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Name of Supervisor</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">State Job Title and Describe Your Work</div>	<div style="border-bottom: 1px solid black; padding-bottom: 2px;">Telephone ()</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Employment Dates (Month and Year) From To</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Weekly Pay Start Last</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Reason for Leaving</div>
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We may contact the employers listed above unless you indicate which employers you do not wish us to contact	Do Not Contact
	Employer Number(s) _____ Reason _____

The information provided in the Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I authorize you to engage an investigative consumer reporting agency to obtain a report of my credit and personal history. If you obtain a report, you must provide at my request the name of the agency used so that I may obtain from them the nature and substance of the information contained in the report.

SIGNATURE _____

NUMBER OF HOURS YOU WISH TO WORK EACH WEEK:

CHECK WHICH OF THE FOLLOWING YOU ARE AVAILABLE

☐ FULLTIME 40 HOURS ☐ PART/FULLTIME 30-40 HOURS
☐ PART TIME 20-30 HOURS ☐ PART TIME 10-20 HOURS

*You must be available to work a minimum of 15 hours per week at Brianne's Boutique.

PLEASE SPECIFY WHAT TIMES YOU ARE AVAILABLE:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Please answer the following questions. Be sure to elaborate.

Why do you consider yourself a people person?

What do you consider a good shopping experience?

Give an example of a bad shopping experience?

What did you like most about your best job?

What did you like least about your worst job?

What skills do you have to enhance Brianne's or Teresa's?

Why do you want to work at Brianne's or Teresa's?

Working at Teresa's Hallmark requires working a variety of hours including evenings, weekends, and holidays. You may be asked to work outside of your normal availability during key times. Please answer the following questions about your availability for work if hired.

What are your plans for Thanksgiving and Christmas? Do you stay local or travel?

What would be planned requests days off with the next 3 months?

Do you have any planned vacations within the next year?

- If so, what are the dates?

What is your planned weekly availability? Please use the chart below to mark any current standing activities or work schedules that will affect your availability. Only mark times that you are **NOT** available, and indicate the reason.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Day					
Evening					

Do you foresee your availability changing in the near future? If so, use the chart below to mark upcoming changes, and list the dates.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Day					
Evening					