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**SHOP SALES ASSISTANT – TEMPORARY CONTRACT (May/June/July to mid September)**

**£8.91 per hour**

Dear Applicant

Thank you for applying for details of this temporary post. You should find the following attachments:-

* Application and Recruitment Process Guidance Notes
* Job description and person specification
* Application form which must be completed in full

As a family run business, we have been supplying embroidered uniforms and sportswear to schools, clubs and businesses for over 30 years.

We supply quality garments embroidered or printed with customers’ specific requirements. Our products range from Specific School or uniform items, to generic workwear (polos/sweatshirts) and quality named brands.

We are based on the North Tyne Industrial Estate (opposite the large ASDA in Benton), and provide customers locally, nationally and internationally. We currently supply over 250 Schools with their uniform requirements, as well as a whole host of businesses, groups and clubs.

We take pride in our quality products and service and like to provide a friendly business relationship with our customers, which is why we have grown over the years to become the largest embroiderer in the Newcastle area.

**Please note the following:**

* Our shops (Longbenton, Bedlington, Durham HSG) operate a complete no smoking policy on site for all employees
* Holidays may normally only be taken outside of school holidays.
* Please include telephone or email contacts for your referees who should be people with professional experience of your work or training. References will be taken up on all those who are successful at the interview stage.

Please see ‘Guidance notes’ for information on how to complete and submit your application.