

# charliemiller

**DO YOU HAVE THE ABILITY TO DELIVER OUTSTANDING CUSTOMER SERVICE?**

**DO YOU WANT TO BE A PART OF AN EXCITING, DYNAMIC AND CREATIVE INDUSTRY?**

We are looking for a responsible, organised and enthusiastic person to join our team of **Salon Coordinators** at **Charlie Miller** in managing our busy reception areas. This challenging yet rewarding position is so important to the smooth running of the salon floor as well as being a vital point of contact for our clients.

**Salon Coordinator Requirements:**

- Proven work experience with a retail or a service industry background.
- Have a passion for helping people and a desire to deliver outstanding customer service.
- Be highly organised, self-motivated and efficient with great attention to detail.
- Have strong numeracy, literacy and IT skills.
- Possess strong interpersonal and communication skills including handling telephone enquiries.
- Have a warm, out-going and genuine personality.
- Be reliable and available to work various schedules, including weekends.

**As a Salon Coordinator, you will:**

- Work in a positive, fun and friendly environment with some of the most talented hairdressing teams in the UK.
- Enjoy staff discount on retail products.
- Have your hair looked after free of charge by our top stylists!
- Be enrolled in the People's Pension.

We are offering full time positions only. They are available throughout our 5 Edinburgh salons.

Interested? Simply complete the application below and either email it to [info@charliemiller.com](mailto:info@charliemiller.com) or hand it in to your nearest Charlie Miller salon.

We look forward to hearing from you!

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## Application Form

**Full Name**

**Position Applied for:**

**Where did you hear about this position?**

Press  Family/ Friends  Existing   
Employee  
Career Service  Other

If other, please specify:

Please complete this form in block capital letters, providing all the relevant information requested.

Completing the form in full will help us to progress your application as quickly as possible.

Once completed please forward this form to:

Charlie Miller  
13 Stafford Street  
Edinburgh  
EH3 7BR

[info@charliemiller.com](mailto:info@charliemiller.com)

**PERSONAL DETAILS**

**Name :**

**Address :**

**Tel. No.:**     **Home**

**Mobile**

**Email :**

**Do you have a preferred name? Yes/No**  
If yes please detail below :

**Do you require a UK work permit? Yes/No**

**National Insurance Number:**

**Nationality**

**Marital Status:**

**Date of Birth:**

**Number of children (if any :**

**Age of children:**

Please affix a current photo in the space below

**All information held will be strictly confidential**

## EDUCATION & QUALIFICATIONS

Name of Secondary School attended:			
Subject	Level	Grade	Date

Name of College/University attended (if applicable):			
Subject	Level	Grade	Date

Please detail below any training and experiences you have which would benefit you in the position applied for:

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## ACTIVITIES & INTERESTS

Please detail below any spare-time, sporting, non-sporting or social activities in which you may be involved:

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## PREVIOUS EMPLOYERS

Please begin with your most recent employer

<b>Name &amp; Address of Employer</b>	<b>Dates From</b>	<b>To</b>
<b>Position Held</b>	<b>Duties</b>	
<b>Reason for Leaving</b>		

<b>Name &amp; Address of Employer</b>	<b>Dates From</b>	<b>To</b>
<b>Position Held</b>	<b>Duties</b>	
<b>Reason for Leaving</b>		

<b>Name &amp; Address of Employer</b>	<b>Dates From</b>	<b>To</b>
<b>Position Held</b>	<b>Duties</b>	
<b>Reason for Leaving</b>		

**ADDITIONAL INFORMATION**

What do you know about Charlie Miller Hairdressing?

What attracted you to the company?

What motivates you?

Describe your view of great customer service

Describe a good team player

If employed, what will you bring to the company?

Describe your areas of strength & weakness

**DRIVING**

Do you hold a full driving license? Yes/No

**MEDICAL HISTORY**

Do you have any illness or injury which necessitates reasonable adjustments being made in order to attend an interview? Yes/No

If yes please give details:

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**CONVICTIONS**

Have you any convictions by a court for offences (other than minor motoring offences)? Yes/No

If yes please give details below:

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**REFERENCES**

Please give details below of two referees, including your present employer.

<b>Name:</b>	<b>Name:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address</b>	<b>Address</b>
<b>Email address:</b>	<b>Email address:</b>

A reference will not be obtained from your current employer without first gaining your consent.

**Permission**

I hereby give permission for Charlie Miller to apply to my referees for a reference  
Yes/No

**DECLARATION**

I certify that the information provided is correct to the best of my knowledge and belief. I understand that the company reserves the right to withdraw any offer of employment, or to terminate any employment already commenced, if the information given is inaccurate or misleading in any way.

Signature

Date