



PAINTWORKS
ARTISTS MATERIALS & CONSERVATION FRAMING

99-101 KINGSLAND RD LONDON E2 8AG

Tel 020 7729 7451 . Fax 020 7739 0439 . E-mail shop@paintworks.biz

JOB VACANCIES AT PAINTWORKS

PAINTWORKS is a busy art materials shop and picture framing workshop in Shoreditch. Our customers are mostly professional artists, students and people who paint as a hobby. Our reputation is that of a friendly shop with very competitive prices and helpful, knowledgeable staff.

Selling art materials to artists is a very pleasant job but that is only part of the work. As well as having a working knowledge of a variety of art materials (the more difficult questions can be tackled with the help of our many reference books) it is essential that you be consistently accurate and numerate. You will be required to handle money, count stock and cost orders. You will have to be flexible and hard working. We are a small team and everybody learns to do most jobs. It would be helpful if you can drive as we do van deliveries. You will certainly be required to carry boxes and to pack materials to be sent by mail order so you will need to be fit and reasonably strong. A flair for display and sign making would be an advantage and tidiness is a must. Most importantly you will have to be polite and cheerful and able to work both independently and as part of a team.

We are currently looking for a new member of our sales team for 3-4 days a week from 9:30am to 5:30pm with 1/2 hour for lunch (7 1/2 hour working day). From time to time you will be expected to work more hours to cover busy spells and other people's holidays. The starting rate of pay at Paintworks is £6.70 per hour gross which will be paid monthly under the PAYE scheme. (We do not employ people on a self-employed basis) The Successful candidate will be required to work on a trial basis for 3 weeks before being offered a contract.

TO APPLY

Please answer all the questions asked on our application form which is attached.
(We do not have time to look at generalised CVs to find the answers to the questions.)



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JOB APPLICATION FORM

Please write your answers to the following questions
on a separate sheet of paper

1. NAME
2. ADDRESS
3. TELEPHONE NUMBER
4. ANY RECURRING ILLNESS & ANY DISABILITIES
5. ACADEMIC QUALIFICATIONS
GCSE, CSE, O Level, A Level, Degree etc.
(if you have no mathematical qualifications please supply other reassurance of numeracy)
6. ANY ART RELATED QUALIFICATIONS OR ACTIVITIES
teaching, lecturing, exhibitions, courses, published writings etc.
7. PREVIOUS JOBS
Please list for each;
a) position held
b) duration of employment
c) wage or salary
d) reason for leaving
8. SHOP WORK
have you ever worked in a shop?
or had experience using a cash register?
9. MEMBERSHIP OF ANY SOCIETIES OR ORGANISATIONS
please include any posts held
10. HOBBIES AND INTERESTS
11. CAN YOU DRIVE?
do you possess a clean license?
12. IF NECESSARY WOULD YOU BE PREPARED TO WORK EXTRA HOURS?
13. REASON FOR APPLYING
14. CAREER OBJECTIVES
15. ANY OTHER RELEVANT INFORMATION

(if you object to answering any of these questions please briefly explain why rather than leaving a blank)
Please note that Paintworks only employs staff on PAYE terms and will not consider
accepting self-employed status for employees