

# Employee Benefits, Terms & Conditions Overview



## **PAY RATE** \* (to be updated annually/when agreed)

Current pay rates;

- CSA - £10.50.
- Trainee Supervisor - £11.02 (rising to £12.63).
- Supervisor - £12.63.

## **WAGE PAYMENT**

- Bank account required for BACS payment. You will be paid on a Friday for the hours that you work over the four weeks ending on the Saturday before pay day.

## **WORKING HOURS**

- Employees are contracted to a specific number of hours per week. These will act as the base hours you will receive each week. The arrangement of these hours are non-contractual and may be subject to change with notice.
- Flexibility to cover additional shifts for example to cover sickness or business needs may be required.

## **SUNDAY/PUBLIC HOLIDAY WORKING**

- Sunday working - There is no difference for this.
- Holiday entitlement is inclusive of any and all public/statutory/bank/customary holidays. Premium rates apply to New Year's Eve and Christmas Eve after 6pm, time and a half. Should colleagues work on Christmas day, boxing day or New Year's day then they shall be paid time and a half. Note: Premium payments shall not be compounded. Where there is more than one premium, only one shall apply.
- There is no adjustment to pay or leave during a leap year.

## **ANNUAL LEAVE**

Starting entitlement is 30 days, inclusive of bank holidays

- The actual dates of holiday must be agreed by your line Manager prior to you making any firm arrangements for holidays.
- The total number of Bank holidays are included in your overall entitlement – these can differ from year-to-year dependent on events.
- If you wish to have a Bank holiday off, these should be booked in same way as all other holidays. For example, should your store/dept be closed on Christmas Day then this must be booked as a holiday day.
- Entitlement increases in line with length of service.

## **PENSION SCHEME**

- Auto enrollment is based on the National earnings threshold currently set at £10,000 and you will receive a letter notifying you.
- You may choose to opt in at any time by confirming to the relevant HR Business Partner, HR Dept.

## **STAFF DISCOUNT**

- 10% is standard discount, with terms and conditions that apply.
- On selected days throughout the year there may be an enhanced discount percentage.
- Dividend card acts as discount card - you will need to complete the relevant paperwork and details to the manager so this can be forward to Head Office to activate.
- Allows members to vote at AGM and take part in member events/ benefits.

### **ADDITIONAL STAFF BENEFITS**

- Simply Health Cash Plan - T&C's apply, only after 1 year of service as of 1st May with a minimum contract of 10 hours per week.
- Free Tea/Coffee on breaks.
- Death in service - From start of employment, twice annual salary will be paid to beneficiary stated, for more details contact the HR Dept.

### **INTERNAL STORE STRUCTURE**

- Manager, Supervisors, CSAs. There are also Trainee manager's/supervisors in some stores.

### **INDUCTION TRAINING**

- Basic health & safety procedures conducted on Day 1.
- Online training modules ('Upskills'). Several modules are required to be completed either prior or on the first day of employment with the remaining to be completed by the end of the probationary period. The modules are refreshed on an annual basis.

### **REFERENCE CHECKING**

- Referees contacted by HR; unsatisfactory responses may lead to termination of contract.

### **PROBATIONARY PERIOD**

- 'Buddy' colleague assigned to shadow/assist.
- Training guides to be worked through and reviewed throughout to ensure completion.
- Upskills modules to be completed.
- Formal review after 13 weeks to assess completion of Probationary Period.

### **DRESS STANDARDS / UNIFORM**

- Jacket, Shirt/T-shirt (dependent on position), trousers, fleece and name badge supplied.
- Black shoes (NOT Trainers) are required to be supplied by the applicant.

### **ABSENCE MONITORING / REPORTING / RULES**

- Absence is monitored throughout the year. Where there are four instances in a rolling year this will be investigated and where appropriate could lead to a disciplinary hearing.

### **SECURITY / STAFF SEARCHES**

- All colleagues subject to random search of their person, bags, lockers, cars once a month as outlined in society search policy.

How do you intend to travel to work?	
How flexible can you be in working across different stores in the area? We have 20 stores across the Somerset and Wiltshire area.	
Do you have any pre-arranged holidays booked?	
If successfully shortlisted, please ensure you bring your passport and/or evidence of eligibility to work in the UK. Please confirm which documents or "Share Code" you will bring with you in the box provided.	

# Job Application Form



## VACANCY DETAILS

Position applied for: .....

Dates available to attend interview: .....

Do you you require any special arrangements to be made to assist you in attending your interview?

If yes, please specify: .....

How did you learn of this vacancy? .....

*(If through an employee of the Society, please state their name)*

Have you made a previous application to join the Society? Yes  No  Date: ..... / ..... / .....

If yes, please give details: ..... Position/Job Title: .....

Have you had a previous employment with this Society? Yes  No  Date: ..... / ..... / .....

If yes, please specify the name of the store and the manager: .....

## APPLICANT DETAILS

Forenames: ..... Address: .....

Surname: ..... .....

Preferred Name: ..... .....

Daytime Tel No: ..... .....

Evening Tel No: ..... .....

Email Address: ..... Postcode: .....

Are there any restrictions on your right to work in the UK? Yes  No

*If yes, please state restrictions and the expiry dates of any permissions*

Details: .....

Do you hold a full drivers license? Yes  No

Do you have access to a vehicle? Yes  No

If offered a position, will you continue to work in any other capacity? Yes  No

*If yes, please give details*

Details: .....

Notice period required by current employer: .....

Date available to start work: .....

**Should your application result in an interview you will be required to bring your right to work / identification documents with you to the interview.**

**EDUCATION AND QUALIFICATIONS** (copies of educational certificates will be required)

Name and Address of School	Subject, Examination, Grade/result achieved

**COLLEGE / UNIVERSITY ATTENDED** (copies of educational certificates will be required)

Name and Address of College/University	Subject, Examination, Grade/result achieved

**EMPLOYMENT HISTORY** (Cover the last 10 years. Start with current or most recent employer first and explain all gaps)

Dates From - To	Name and Address of Employer	Position held (title, outline of responsibilities, duties)	Reason for leaving

**RELEVANT TRAINING / COURSES ATTENDED**

Dates From - To	Training Organisation	Course Title and brief outline of content	Outcomes

**WORK EXPERIENCE RECORD** (complete only if this will be your first job since leaving full-time education)

Dates From - To	Name and Address of company providing work experience	nature of work undertaken

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

(Please attach a separate sheet if necessary)

**WORKING HOURS / DAYS**

Please indicate your flexibility: earliest start times and latest finish times you could work on each day of the week

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest Start							
Latest Finish							

Flexibility is a key requirement in retail: Store Operating Hours: 06:00 to 22:00 (may vary depending on store)  
 With notice, you may be required to work additional hours to cover holiday or absence.

Minimum Weekly hours:

Maximum weekly hours:

**REFERENCES SHALL BE TAKEN UPON EMPLOYMENT** (please give details of your referees below)

1. Current / Past Employer

Name: .....

Position: .....

Address: .....

.....

.....

Tel No: .....

Email Address: .....

2. Past Employer/Educational Establishment

Name: .....

Position: .....

Address: .....

.....

.....

Tel No: .....

Email Address: .....

May references be taken up before interview? Yes  No

**Declaration** - I declare that the information given in this application form is, to the best of my knowledge true and accurate. Any false, or misleading statements may be sufficient cause for rejection, or if employed, may lead to dismissal. I understand that any employment with the Society is subject to successful completion of a probationary period, receipt of satisfactory references and checks, and evidence of right to work in the UK.

Signature: .....

Date: .....

**Data Protection**

The information contained in this application form may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

If you do not wish your personal information to be used in this way, you should write to the Data Protection Officer, Radstock Co-operative Society.

The completed application form and all recruitment documentation should be sent to Human Resources within 1 week of start date.

This form should be returned to:

**Human Resources,**  
 Radstock Co-operative Society, Co-operative House, 3 Wells Hill, Radstock BA3 3RQ

Tel: 01761 431555/430208

Email Jobs@radstock.coop