

APPLICATION FOR EMPLOYMENT

At Spotlight we inspire past, present and future customers to create, decorate and celebrate life!

We do this by delivering outstanding value in an exciting and unique shopping experience through our everyday actions.

Our passion is for our People, our Customers and our Product and we look for like-minded, talented, hardworking, enthusiastic people who share our values and want to deliver to our customers every day.

Spotlight offers exciting career opportunities for people with a passion for retail and the ability to provide exceptional customer service.



Preferred Location:		Date available to commence:	/ /
Role applying for:		Salary Expectation:	\$ _____ per week/annum
Employment sought: (please tick)	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	Number of hours sought for P/T or casual role:	_____ average hrs per wk
Availability (tick days):	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Please note: Spotlight trades 7 days a week (please specify any times you are not available to be rostered): _____ If no times and dates specified, it is expected you would be available to work		

PERSONAL DETAILS – please use BLOCK letters

Title:	<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other _____		
Given Names		Preferred Name:	
Family Surname		Date of Birth: (if under 21)	/ /
Residential Address	_____ <i>Street Number Street/Road Name Town/ Suburb Postcode</i>		
Postal Address (if different to residential)	_____ <i>Street Number Street/Road Name Town/ Suburb Postcode</i>		
Contact Details	Home: ()	Mobile:	
	email:		
Residency status	Are you a permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No ➔	If No:	Work permit number: Conditions of work permit:
	Please Note: A copy of your passport and current visa must be attached to this form for application consideration.		
Drivers Licence	Do you hold a current drivers licence? <input type="checkbox"/> No <input type="checkbox"/> Yes ➔	If Yes, place of issue	

YOUR JOURNEY SO FAR

**Education –
Highest Qualification/
Technical/ additional
Qualifications
How have you utilised
this training/
education?**

**Personal Interests -
Tell us about your
passions and how they
could relate to
Spotlight**

TELL US ABOUT YOURSELF

**Why are you inspired
to work with Spotlight?**

**What skills, experience
and personal attributes
will you bring to the
Team?**

**What are your career
aspirations?**

1 year:

3 year:

Long Term:

**What are your
expectations of
Spotlight as your
employer?**

What retail experience do you have and describe your passion for retail?

What does customer service mean to you?

Describe a situation where you have had to use your problem solving skills and what outcome was achieved

WORKPLACE HEALTH & SAFETY

Spotlight has a legal obligation to protect the health and safety of people in its place of work.

Do you have any physical/psychological condition(s) that would limit your ability to perform the following tasks?

Lifting/moving/handling products or supplies including boxes of stock, packets of product, rolls of product, office equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Interacting with customers/clients or other staff? <input type="checkbox"/> Yes <input type="checkbox"/> No
Standing and walking for periods of up to six hours <input type="checkbox"/> Yes <input type="checkbox"/> No	Using point of equipment/computers to enter data? <input type="checkbox"/> Yes <input type="checkbox"/> No
Using hand held equipment including scanners office equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Completing clerical tasks such as completing paperwork? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reaching above shoulder height? <input type="checkbox"/> Yes <input type="checkbox"/> No	Using manual or electric scissors to prepare product? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bending or twisting <input type="checkbox"/> Yes <input type="checkbox"/> No	Using a ladder to access heights? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pushing/pulling a trolley with stock/equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Wrapping and packaging items/product? <input type="checkbox"/> Yes <input type="checkbox"/> No
Working in an air-conditioned environment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Performing housekeeping duties such as cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any physical or psychological condition that we need to be aware of to ensure we protect you or others safety at work? <input type="checkbox"/> No <input type="checkbox"/> Yes	

If yes, please specify the condition and how it may affect your work with us:

Trustworthiness and good character are inherent requirements of this position. Because of these requirements we need to ask to following questions. Any information supplied to the following questions (*) shall not be disclosed to a third party without your express consent?

* Have you been charged with any criminal offences, yet to be determined by a court?

No Yes

If yes, If **yes**, please provide details:

* Do you have any conviction(s) or finding(s) of guilt, as an adult, which are less than 10 years old, or as a juvenile which are less than 5 years old?

No Yes

* If **yes**, please provide sufficient details including the nature of the offence(s) and the date that the matter(s) were determined by the court.

