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:	/	1
Role applying for:				Salary Expectation:	\$p	er week/annum
Employment sought: (please tick)	Full time	Part-time	Casual	Number of hours sought for P/T or casual role:	e	average hrs per wk
Availability (tick days): -		-		Thurs Final	are not available to be	Sun rostered):

PERSONAL DETAILS – please use BLOCK letters

Title:	Miss	🗌 Ms	Mrs	🗌 Mr		Other		
Given Names				Preferr	red Name	:		
Family Surname				Date of (if unde	f Birth: er 21)		1	/
Residential Address	Street Number	Street/Road Na	me		Тои	vn/ Suburt	5	Postcode
Postal Address (if different to residential)	Street Number	Street/Road Na	me		Тои	wn/ Suburt	5	Postcode
Contact Details	Home: (email:)		Mot	bile:			
Residency status	Yes	nanent resident		If No: ent visa m	Work per Condition	ns of wor	ber: k permit: his form for application	consideration.
Drivers Licence		current drivers I	icence?	lf Yes, p issue	place of			

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?	

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What are your career aspirations?	1 year:
	3 year:
	Long Term:

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

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

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WORKPLACE HEALTH & SAFETY								
Spotlight has a legal obligation to protect the here. Do you have any physical/psychological condition(s))				
Lifting/moving/handling products or supplies including boxes of stock, packets of product, rolls of product, office equipment?	☐ Yes	🗌 No	Interacting with customers/clients or c	other team membe	ers?	🗌 No		
Standing and walking for periods of up to six hours	🗌 Yes	🗌 No	Using point of equipment/computers t	to enter data?	Yes	🗌 No		
Using hand held equipment including scanners office equipment?	🗌 Yes	🗌 No	Completing clerical tasks such as con paperwork?	npleting	🗌 Yes	🗌 No		
Reaching above shoulder height?	🗌 Yes	🗌 No	Using manual or electric scissors to p	repare product?	🗌 Yes	🗌 No		
Bending or twisting	🗌 Yes	🗌 No	Using a ladder to access heights?		🗌 Yes	🗌 No		
Pushing/pulling a trolley with stock/equipment?	🗌 Yes	🗌 No	Wrapping and packaging items/produ	ict?	🗌 Yes	🗌 No		
Working in an air-conditioned environment?	🗌 Yes	🗌 No	Performing housekeeping duties such	n as cleaning	🗌 Yes	🗌 No		
Do you have any physical or psychological conditio or others safety at work?	n that we n	need to be	e aware of to ensure we protect you	No Yes	;			
If yes, please specify the condition and how it may a	ffect your v	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?								

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?	

* 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.

🗌 No 🗌 Yes

SPOTLIGHT

SPOTLICHT

REFERENCES

	If you know any current team members of Spotlight or associated companies we can contact for a personal reference please provide details below.							
	Referee:	Business:	Role:	Contact number:				
P (1.		()				
References	2.		()				
	3.		()				
	If you have worked for or been contracted by Spotlight or associated companies previously please advise (include agency placements)							
Prior Employment within the Spotlight Group	Company:	Role:	Dates of employment:					
	If you know any current team members of Spotlight or associated companies, please provide details:							
Family and Friends	Name:	Location:	Relationship:					

CONDITIONS OF EMPLOYMENT

Pre-employment screening

In consideration of Spotlight's evaluation of my suitability for employment, I hereby authorise the company or its agents to perform all checks of my credentials as allowed by law, including and not limited to, discussions with: nominated referees, managers, co-workers, business associates, or other individuals that the company, in its sole discretion, believes may have relevant information regarding my suitability for employment.

The company is granted permission to check references, to verify my previous employment and quality of work, and to conduct other employment checks as required including a criminal history check. Any offer of employment is conditional upon satisfactory results of pre employment screening including results received after my commencement date.

Information supplied

I acknowledge and declare that all information and particulars supplied by me in this application and any other representations made by me to the company are complete and accurate in every detail.

I understand that should any information that I have provided be found to be false or misleading, or I have omitted to supply relevant information, my contract of employment may be summarily terminated without notice.

Standards of work

I agree to support Spotlight's vision, values and customer promise: to comply with team member agreement requirements, company procedures and guidelines.

Privacy Statement

At Spotlight when you join our VIP club, place an order, create a lay by, return product, or apply for a job we will collect personal information from you specific to that transaction. We assure you that information will be stored in our systems whilst the communications are current, will not be used for any other purpose after this time, and will not be discussed or disclosed to an outside company or third party, other than outlined above.

ACKNOWLEDGEMENT OF ABOVE

Signature of applicant		Date					
Thank you for your application for employment. Due to the high level of applications received please note that only applicants' short- listed for interview will be contacted. Please advise if you provide permission for your application to be held on file for consideration for future positions.							
I give permission for my application to be held on file should a future suitable position become available							

