



EMPLOYMENT APPLICATION FORM

RETAIL STORES SOUTH AUSTRALIA/NSW

Date: _____

Last Name: _____

First Name(s): _____

Email Address: _____

Correspondence from Cheap as Chips will be sent to your email address

Address (Residential)

_____ Post code: _____

Address, Postal (if different from above)

_____ Post code: _____

Mobile: _____ Home Phone: _____

Please tick the box which best describes your residency status:

Australian Citizen/ Permanent Resident

Valid Visa with Work Entitlements

If currently on a VISA, please stipulate details: _____

Section 1 - To assist in assessing opportunities for your employment, please respond to the following questions:

Why have you chosen Cheap as Chips as a place that you would like to work?

Please list which stores you are interested in working at:

Note that your preference is subject to store availability.

1. _____
2. _____
3. _____

Availability:

Note that any changes to availability will be subject to operational requirements.

Monday 7am-9:30pm	Tuesday 7am-9:30pm	Wednesday 7am-9:30pm	Thursday 7am-9:30pm	Friday 7am-9:30pm	Saturday 7am-6pm	Sunday 7am-6pm

Any holidays or time off required in the next six (6) months:

Please provide contact details of three current referees from whom confidential reports may be obtained. By providing these details you give us permission to contact your referees should we need to.

	Name	Company	Position	Contact Details
1.				
2.				
3.				

To ensure that we are able to provide you with a safe working environment, it is important that we are aware of any pre-existing medical condition, injury or illness which may affect your capacity to safely perform your duties. As a retail employee, you may be required to perform tasks of the following nature:

- Manual handling (e.g. lifting, pushing, carrying and pulling heavy items)
- Standing and/ or sitting for long/ short periods

Are there any conditions which you believe may prevent you from performing the requirements of the role you are applying for or you believe we should be aware of?

Yes No

If Yes, please provide details:

If you are offered a position with Cheap as Chips, do you agree to undergo a Pre-Employment Assessment that relates to the needs of the job?

Yes No

Have you ever been convicted of a criminal offence or left a position for reasons that may be relevant to the role that you are applying for?

Yes No

If Yes, please provide details:

As part of the conditions of employment, all retail employees (whether they are employed as Salaried, Full Time, Part Time or Casual), may be required to transfer between retail stores to meet the operational needs of the business. Cheap as Chips will take into account the employee's home address and will transfer to a store within a one (1) hour drive from that address, unless mutually agreed otherwise. Do you agree?

Yes No

If No, please provide details:

Have you attached a copy of your resume to this application form?

Yes No

Please complete if you are applying for a Shop Assistant position

Please select which position you are applying for (for Management please skip to section 3):

Casual/Part Time <input type="checkbox"/> (Weekdays, Late Nights & Weekends)	During the course of your employment you may be required to work: <ul style="list-style-type: none">• 7am morning fill starts• Normal trading 9-5:30• Late night trade until 9pm• Night fill until 9:30pm• Saturdays/ Sundays• Extended trading hours -Christmas (2 weeks prior, late night, possibly every night)
Casual <input type="checkbox"/> (Late Nights and Weekends)	During the course of your employment you may be required to work: <ul style="list-style-type: none">• Late night trade until 9pm• Night fill until 9:30pm• Saturdays/ Sundays• Extended trading hours -Christmas (2 weeks prior, late night, possibly every night)

Decisions regarding annual leave applications submitted for the following periods will be discretionary and may not be approved:

- 15 November to 15 January,
- 1 week prior to Easter and 1 week after Easter, and
- Any other key trading times and set up periods (e.g. Mother's Day, Father's Day, Christmas set-up etc.)

Do you have any issues or concerns with this?

Yes No

If Yes, please provide details:

Section 3 - Please complete if you are applying for a Store Management position

During the course of your employment you may be required to:

- Have flexibility with early starts (7am) and late finishes (9:30pm)
- Work extended Christmas trading hours
- Cover shifts at short notice

During your employment, it will be expected that:

- You work an Avg. 40hr week, Mon-Sun, rotating roster
- Any decisions regarding annual leave applications submitted for the following periods will be discretionary and may not be approved:
 - 15 November to 15 January,
 - 1 week prior to Easter and 1 week after Easter, and
 - Any other key trading times and set up periods (e.g. Mother's Day, Father's Day, Christmas set-up etc.)

Do you have any issues or concerns with this?

Yes No

If Yes, please provide details:

Section 4 - All Applicants

Declaration by Applicant

1. I, _____, state that the information I have provided on this Employment Application form is accurate and honest.
2. I understand that any wilful inaccuracy, suppression or deliberate misrepresentation in this form may result in my employment with Palcove Pty Ltd trading as Cheap as Chips being terminated without notice.
3. If successful in my application, I accept that my employment may be subject to the results of a functional assessment and, if required a police check.
4. I declare that my state of health would not prevent me from performing adequately, without endangering myself or other persons, the work genuinely and reasonably required for employment of the position in question.
5. I declare that if the above application for employment is accepted I will be bound by and at all times observe and respect such terms and conditions of employment, company guidelines and values (Honesty, Integrity, Compassion, Fun and Equality). I have read, understood and accept the conditions regarding rostered hours and staff transfers for retail staff.

Signature of proposed employee: _____ Date: _____