



IGA Burnett Heads – Recruitment Application Form

Section 1 – Your Details		
Name		
Address		
Phone numbers		
Email address		
Section 2 – Employment Details		
Please indicate the type of position(s) you are interested in:		
<input type="checkbox"/>	Customer Service Manager	
<input type="checkbox"/>	Customer Service (casuals)	
<input type="checkbox"/>	Produce (casuals)	
<input type="checkbox"/>	Meat Manager/Butcher	
<input type="checkbox"/>	Meat (casuals)	
<input type="checkbox"/>	Deli Manager	
<input type="checkbox"/>	Deli (casuals)	
<input type="checkbox"/>	Long Life Manager (Perishable & Grocery)	
<input type="checkbox"/>	Perishables (casuals)	
<input type="checkbox"/>	Grocery (casuals)	
<input type="checkbox"/>	Office Assistant	
Do you have a preference for days/hours to be worked or are able to work?		
Do you currently have paid employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously held paid employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you currently work in the grocery industry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously worked in the grocery industry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please list your employment history, if applicable. (This may include voluntary employment)

<u>Dates: From... To...</u>	<u>Employer</u>	<u>Position</u>	<u>Brief Responsibilities</u>
			<p>Please attach a separate sheet if you need additional space</p>

Section 3 – Education Details

Are you currently studying?	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Not studying
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If currently studying , please indicate your current level of study:	<input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree
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Name of school/ education institution:	
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If not currently studying , please specify the highest level of study attained:	
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Completion date of your highest level of study attained (year):	
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Section 4 – Achievements, Skills, or Training

List any achievements: i.e. employment, education, personal, sporting	
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List any additional skills or training you have completed:	
List your hobbies, interests or involvements:	
List any other information that demonstrates your enthusiasm, trustworthiness, and loyalty:	

Please attach a separate sheet if you need additional space

Section 5 – Referee Details

Please list the details of two referees who can be contacted to provide either employment or character references. Where employment referees may not be available, references may include a contact from school/university i.e. teacher, or family friend as a character reference.

Referee 1	
Referee Name	
Relationship with referee	
Organisation	
Referee position	
Referee telephone number	
Referee email address	
Referee 2	
Referee Name	
Relationship with referee	
Organisation	
Referee position	
Referee telephone number	
Referee email address	

We will only contact referees following an interview

Section 6 – Other Questions

Have you ever been convicted of a crime?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes please provide Details:
Do you have any objection to inquiries of your present employer regarding qualifications and character?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes please provide Details:
Do you have any objection to us seeking verification and additional information to any matter within this application?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes please provide Details:

Section 7 – Applicant's Agreement

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY; THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED.

1. The information that I have provided on this application is accurate to the best of my knowledge and subject to validation
2. I authorise the persons, schools, current employer (if approved by me in the Employment History section) and other organisations or employers named in this application to provide any relevant information that may be required to arrive at an employment decision.
3. I understand and agree that:
 1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of or if employed, termination from employment Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of or if employed, termination from employment
 2. Although management makes every effort to accommodate individual preferences, business needs frequently make the following conditions mandatory: overtime, shift work, a rotating work schedule and work schedules other than Monday through to Friday. I understand and accept these as conditions of my continuing employment
 3. A medical examination may be required. (Results will be held in confidence by us except where release of such information is required by law. Also, when certain medical restrictions relate to an individual's ability to perform a job or series of jobs, those restrictions will be communicated to Personnel or Management.)
4. If under 18, I have my parent/guardian's consent.

Applicant's Signature: _____

Date:

Parent/Guardian's Signature: _____

Date:

(if under 18)

IMPORTANT – Instructions for submitting your application

How to submit your application:

1. Complete the application form
2. Attach your resume

Forward both the application form and the resume to:

The Recruitment Manager
CHS Training
PO Box 178
Evans Head, NSW, 2473

Or via email to Jody@chstrain.com.au

Interviews:

If your written application is suitable you will be invited to attend an interview. The CHS Recruitment Manager will contact you to arrange a time and a location (in Burnett Heads) for your interview. At the completion of your interview we will confirm how you will continue to be notified throughout the recruitment process.

Salary:

Salaries will be paid according to the relevant national Modern Awards (please see www.fairwork.gov.au). Depending on the position the following awards will apply:

1. General Retail Industry Award 2010. Further information can be found at Fair Work Online, Australia's new national workplace relations system:
https://extranet.deewr.gov.au/ccmsv8/CiLiteKnowledgeDetailsFrameset.htm?KNOWLEDGE_REF=216298&TYPE=X&ID=7586571588738937488889912894&DOCUMENT_REF=312629&DOCUMENT_TITLE=General%20Retail%20Industry%20Award%202010&DOCUMENT_CODE=MA000004
2. Meat Industry Award 2010. Further information can be found at Fair Work Online, Australia's new national workplace relations system:
https://extranet.deewr.gov.au/ccmsv8/CiLiteKnowledgeDetailsFrameset.htm?KNOWLEDGE_REF=216351&TYPE=X&ID=7336937188738978488889912894&DOCUMENT_REF=312355&DOCUMENT_TITLE=Meat%20Industry%20Award%202010&DOCUMENT_CODE=MA000059
3. Other Awards may be applicable. The specific award will be confirmed prior to finalisation of selection.

Training:

Successful applicants will attend a compulsory one day training course mid September 2010 prior to the store opening. This training will cover the following areas:

1. Follow Workplace Hygiene Procedures (also known as safe food handling)
2. Provide Quality Customer Service

There will be no cost to the applicant for this training and statements of attainment will be issued upon successful completion.

If you don't hear anything?

We receive a large amount of applications at our store and sometimes we do not have opportunities to accommodate all applicants. If you have not had a response for a period of 3 months or more and you are still interested in being considered for a position, you are encouraged to resubmit a new application directly to the store after December 2010.

Further information:

If you would like further information please contact CHS Training on 0424906191. Feel free to text and we will return your call.

***Thank you for your interest in applying for a position at
IGA Burnett Heads.***