

Store Use Only – to be completed upon receipt of application from applicant			
Store Number:		Is privacy statement signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Received By:		Has applicant retained Reference Page?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Received:			



Target Store Recruitment Application Form

SECTION 1 – YOUR DETAILS

Name:			
Email Address:			
Address:			Postcode:
Phone Number:		Mobile Number:	
If you are under 21 years of age, please provide your date of birth Note: where under 21 years of age, junior rates may apply. _____/_____/_____			

SECTION 2 – EMPLOYMENT DETAILS

Name of **Current Store** applying for _____ (post or drop off directly to Store)
If interested in applying for more than one store please specify store location _____

Name of **New Store** applying for _____ (post to Geelong National Office if an alternative address has not been provided)

Please indicate what type of store based position you are interested in:

Customer Service Assistant Administrative Assistant
 Supervisor Duty Manager (Target Country only)

For store management or office based opportunities at our Regional or Geelong National Office, please refer to our website www.target.com.au

Select what type of employment you would prefer:

Part Time Full time
 Casual Christmas work

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

Position	Employer	Dates Employed	Reason for Leaving

Have you previously been employed at Target?

No
 Yes. If answered yes, please advise when, where and the reason for leaving:

SECTION 3 – EDUCATION DETAILS

Are you currently studying:	<input type="checkbox"/> No If answered no, what was the highest level of education completed? <input type="checkbox"/> Secondary <input type="checkbox"/> Higher Education	<input type="checkbox"/> Yes If answered yes, what level are you currently studying? <input type="checkbox"/> Secondary <input type="checkbox"/> Higher Education
Please list any training courses / qualifications that you are currently undertaking or have completed		

SECTION 4 – ACHIEVEMENTS / INTERESTS

List any achievements i.e. employment, education, personal or sporting	
List your hobbies, interests or involvements	

SECTION 5 – AVAILABILITY

Please indicate the days and times you are able to work. Note that you will not necessarily be asked to work all the hours you are available. The information enables us to source employment opportunities according to your availability.

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Please indicate the amount of hours you are willing to work in a 7 day period

- | | |
|---|---|
| <input type="checkbox"/> Up to 4 hours | <input type="checkbox"/> Less than 10 hours |
| <input type="checkbox"/> 10 to 20 hours | <input type="checkbox"/> 21 to 30 hours |
| <input type="checkbox"/> 31 to 37 hours | <input type="checkbox"/> Full Time |

If you are interested in Christmas work, please indicate your availability through this period:

- | | |
|---|--|
| <input type="checkbox"/> 7 days per week | <input type="checkbox"/> 5 days including weekend days |
| <input type="checkbox"/> 5 weekdays only | <input type="checkbox"/> Less than 5 days including weekend days |
| <input type="checkbox"/> Less than 5 weekdays | |

If you have scheduled holidays, please specify dates:

SECTION 6 – 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 2
Referee Name:	
Relationship with referee:	
Organisation:	
Referee position:	
Referee telephone number:	
Referee email address:	

Please note that Target will only conduct reference check/s following an interview.

SECTION 7 – QUESTIONS

What do you perceive as good customer service?

What are some of your traits that makes you an ideal candidate for a customer service position?

What does teamwork mean to you?

Why do you believe safety is important in the workplace?

SECTION 8 – RIGHT TO WORK DETAILS

Are you an Australian or New Zealand permanent resident or citizen?

Yes

No

Proceed to Section 9

Complete this section

Please note you will be required to provide proof of your residency status (Visa and Passport) if you are successful through the interview process. Providing this information authorises the Department of Immigration and Citizenship to release the details of your work rights status. This allows Target to ensure we comply with Australian Visa requirements and enables you to be rostered appropriately according to your Visa type.

What hours does your Visa allow you to work per week?

0 – 10

21 – 30

11 – 20

31 +

SECTION 9 – DISCLOSURE OF PRE-EXISTING INJURY OR ILLNESS

Do you have any pre-existing illness or injury which may impact on your ability to safely perform the inherent requirements of the position(s) for which you have applied? (The inherent requirements of this position include repetitive actions and physical work involving lifting and/or standing for long periods.)

Yes

No

If the answer to the above question is “yes”, then please disclose details of how the illness or injury might affect your ability to safely perform the role(s) (eg. in relation to lifting or carrying weights, bending, pulling, twisting, standing or sitting etc).

If required, do you consent to having a medical examination to determine your capacity to safely perform the inherent requirements of the position for which you have applied?

Yes

No

SECTION 10 – PRIVACY STATEMENT

Personal information collected via this application will only be used for the purpose of recruitment by Target Australia Pty Ltd.

The information you submit to us may be disclosed to referees, our team members who are involved in recruitment or support roles, security organisations, recruitment agencies and other third parties who assist us in the recruitment process.

If you choose not to provide any of the information requested, we may be unable to send you information, fully process your application or properly consider you for employment.

Any information we collect about you in future will be used and disclosed in the same manner as described above unless we tell you otherwise in advance. You may request access to personal information about you that is held by us.

Consent and Warranty

I consent to Target Australia Pty Ltd using and disclosing my personal information in the manner describe above.

I warrant that:

- I have read and understand the above statement.
- I am qualified to work in Australia, and if requested, can provide evidence of that fact (birth certificate, citizenship certificate, photo ID and/or working Visa, as appropriate)
- All the information I submit (including this form and any attached resume) is true and complete. I understand that any false or misleading information I provide may lead to rejection of my application, review of any employment I accept with Target Australia Pty Ltd and potentially my dismissal from such employment.
- I have disclosed all relevant information in relation to my mental and physical ability to safely carry out the inherent requirements of the position(s) for which I have applied.

Name: _____

Signature: _____

Date: _____

Thank you for your interest in applying for a Customer Service position at Target.

Your completed application can now be handed into the store or

for new store openings please submit it to the Geelong National Office.

Please retain this page of the application form for your future reference. This advises you on how you will be notified as to the success of your application for a position at Target.

This will occur by either:

You will be invited to attend an interview	A Manager from Target will call you to arrange a time for you to come into the store for an interview. At the completion of your interview the Manager will confirm with you how you will continue to be notified throughout the recruitment process.
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OR

What if I 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 from the store 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 of your choice.
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