

## 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.



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

### PERSONAL DETAILS – please use BLOCK letters

|  |   |   |  |
|--|---|---|--|
| <b>Title:</b>  | <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other _____ |   |  |
| <b>Given Names</b>   |   | <b>Preferred Name:</b>  |  |
| <b>Family Surname</b>  |   | <b>Have you reached the current school leaving age of 16 years old?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Residential Address</b>   | _____<br><i>Street Number   Street/Road Name   Town/ Suburb   Postcode</i>  |   |  |
| <b>Postal Address (if different to residential)</b>                                | _____<br><i>Street Number   Street/Road Name   Town/ Suburb   Postcode</i>  |   |  |
| <b>Contact Details</b>   | Home: (   )   | Mobile:   |  |
|  | email: _____  |   |  |
| <b>Residency status</b>  | Are you legally entitled to work in New Zealand? <input type="checkbox"/> No <input type="checkbox"/> Yes ➔   | <b>If yes, as a</b>   | New Zealand Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Permanent resident <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Holder of a current work permit <input type="checkbox"/> Yes <input type="checkbox"/> No<br>➔ Expiry date of permit   / /<br>Do any work restrictions apply? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Drivers Licence</b>   | Do you hold a current drivers licence? <input type="checkbox"/><br>No <input type="checkbox"/> Yes ➔  | <b>If Yes, place of issue</b>   |  |
| <b>What transport arrangements do you have to attend your place of employment?</b> |   |   |  |

**YOUR JOURNEY SO FAR**

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| <b>Education – Highest Qualification Technical/ additional qualifications? How have you utilised this training/ education?</b> |  |
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|  |  |
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| <b>Personal Interests - Tell us about your passions and how they could relate to Spotlight</b> |  |
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**TELL US ABOUT YOURSELF**

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| <b>Why are you inspired to work with Spotlight?</b> |  |
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| <b>What skills, experience and personal attributes will you bring to the Team?</b> |  |
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| <b>What are your career aspirations?</b> | 1 year:<br><br>3 year:<br><br>Long Term: |
|--|--|

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| <b>What are your expectations of Spotlight as your employer?</b> |  |
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|   |  |
|---|--|
| <b>What retail experience do you have and describe your passion for retail?</b> |  |
|---|--|

**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? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> | Interacting with customers/clients or other staff? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>      |
| Standing and walking for periods of up to six hours <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  | Using point of equipment/computers to enter data? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>       |
| Using hand held equipment including scanners office equipment? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>   | Completing clerical tasks such as completing paperwork? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> |
| Reaching above shoulder height? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  | Using manual or electric scissors to prepare product? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>   |
| Bending or twisting <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  | Using a ladder to access heights? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>                       |
| Pushing/pulling a trolley with stock/equipment? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  | Wrapping and packaging items/product? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>                   |
| Working in an air-conditioned environment? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>   | Performing housekeeping duties such as cleaning <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>         |

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?  No  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?**

\*Do you have any present criminal convictions excluding any concealed under the clean slate act?  No  Yes

If **yes**, please provide details:

\* Are you awaiting the hearing of charges in a Civil or Criminal Court of Law?  No  Yes

If **yes**, please provide sufficient details.

## REFERENCES

|  |   |           |                      |                 |
|--|---|-----------|----------------------|-----------------|
| <b>References</b>                                  | 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: |
|  | 1.  |           |                      | ( )             |
|  | 2.  |           |                      | ( )             |
|  | 3.  |           |                      | ( )             |
| <b>Prior Employment within the Spotlight Group</b> | If you have worked for or been contracted by Spotlight or associated companies previously please advise (include agency placements)             |           |                      |                 |
|  | Company:  | Role:     | Dates of employment: |                 |
| <b>Family and Friends</b>                          | If you know any current team members of Spotlight or associated companies, please provide details:  |           |                      |                 |
|  | 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  |  |      | <input type="checkbox"/> Yes <input type="checkbox"/> No |



**PLEASE ATTACH A COPY OF YOUR RESUME TO THIS APPLICATION**