



Employment Application

PERSONAL DETAILS:

Mr Ms Miss Surname: _____ First Name: _____

Residential address: _____

Suburb: _____ State: _____ Postcode: _____

Phone numbers: (H): _____ (M): _____

E-mail address: _____

Are you legally entitled to work in Australia? Yes No

If no, what type of visa do you hold? _____

Do you hold an Australian Drivers Licence? Yes No

EDUCATION DETAILS:

School/Institution attended	From	To	Level achieved

Are you currently studying? Yes No If yes, please specify: _____

What is your mode of study? Full time Part time External

EMPLOYMENT PREFERENCES:

Preferred Location: Rigters Supa IGA Queens Supa IGA Wonthella Supa IGA

Preferred Status: Full time Part-time Casual

Please tick your preferred position(s):

Management

- Store Manager
- Department Manager

Service Assistant

- Checkout
- Produce
- Meat
- Deli
- Bakery
- Grocery
- Seafood

Tradesperson

- Qualified Butcher
- Qualified Baker
- Qualified Pastry Cook

Apprenticeship

- Butcher
- Baker

Traineeship

- Retail Traineeship

Warehouse

- Warehouse Supervisor
- Warehouse Store Person
- Nightfill

Other

- Merchandising
- Support Office
- Stock Taker
- Other (please specify) _____



AVAILABILITY:

Please specify the days you are available by placing a tick in the appropriate boxes below.

(Please note, you would be not required to work the specified times, only during that time frame.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning (6am-12pm)							
Afternoon (12pm-6pm)							
Evening (6pm-6am)							

Please provide details of any hobbies, sports or other recreational activities that may affect your availability for work: _____

If required, are you prepared to work overtime? Yes No

When are you available to start work? _____

EMPLOYMENT HISTORY:

Please specify your employment history (most recent first)

Employer	Date from	Date to	Position	Reason for leaving

Have you previously been employed by Queens Supermarkets (WA) Pty Ltd or Supa IGA? Yes No

If yes, please provide details:

Store Name: _____

Position Held: _____ Reporting to: _____

Period of Employment - From: _____ Date: _____

Reason for Leaving: _____

Do you have any objection to inquiries of your present employer regarding qualifications and character? Yes No

GENERAL INFORMATION:

Have you ever had a criminal offence proved against you? Yes No

If yes, please provide details: _____

Have you ever been dismissed/terminated for dishonesty, or been the subject of an investigation that resulted in your resignation? Yes No

If yes, please provide details: _____

If you are successful in gaining employment, do you agree to complete a pre-start online induction, as part of your training, before commencing your employment? Yes No



PHYSICAL CAPACITY:

Do you suffer from any serious illness, disease or disorder? Yes No

If yes, please provide details: _____

Do you have any physical condition or disability which may preclude your ability to perform or limit the particular position for which you are applying? Yes No

If yes, please provide details: _____

Have you ever had any work related injuries? Yes No

Have you ever made a Workers Compensation claim? Yes No

If yes, please provide details below:

Date of injury: _____

Type of injury: _____

Employer at time of injury: _____

Job position at time of injury: _____

Amount of time off work: _____

Final Medical clearance received: _____

Current limitations: _____

REFERENCES:

Please provide three work related references (preferably direct supervisor). Students may use teachers or tutors.

1.	Name		Title	
	Company		Phone Number	
2.	Name		Title	
	Company		Phone Number	
3.	Name		Title	
	Company		Phone Number	

RELATIONSHIP TO OTHER EMPLOYEES:

Please list the names of any relatives who currently work within Queens Supermarkets (WA) Pty Ltd or Supa IGA.

Name	Position	Store Name	Relationship

Please list any other current employees you know: _____



DECLARATION

Your signature below indicates your consent to the use and disclosure of your personal information as indicated above.

In applying for employment with Queens Supermarkets (WA) Pty Ltd hereafter referred to as “the Company”, you agree to the following:

- I can provide evidence that I am qualified to work in Australia (e.g. birth certificate, evidence of citizenship, working visa).
- I confirm that the information given on this form is true and complete and understand that the provision of wrong or misleading information may result in disciplinary action up to and including termination of employment.
- I consent to the Company contacting my referees and using, disclosing and storing the information obtained from my referees to assess my suitability for my employment with the Company.
- If required, I agree to undergo a pre-placement and subsequent health assessment with a medical provider nominated by the Company to assess my physical capacity to carry my duties.
- I agree that any monies owing to the company shall be deducted from my pay at the discretion of the Company.
- I agree to abide by all employment conditions, company policies, procedures and safety requirements.
- I understand that failure to disclose details of a previous medical condition or Workers’ Compensation claim may disqualify me from receiving compensation under the Workers’ Compensation and Rehabilitation Act of 1981 (as amended) in respect to any aggravation, exacerbation, deterioration of such a medical condition.
- I agree that the Company reserves the right to have me perform duties or roles other than those I was originally hired to do and may transfer me to a different operation, function or location. Should I be transferred I agree to work in any location operated by the Company under the terms and conditions of that site.

Applicant Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

(if under 18)

CONTACT US

Please forward completed application to your preferred store via any of the details below. Please note, if you would like to apply at multiple stores you will need to send multiple applications.

Rigters Supa IGA:

In Person: 179 Durlacher Street Geraldton WA 6530
 Post: PO Box 1695 Geraldton WA 6531
 Fax: 08) 9921 3682
 Email: rigterssupaiga@rigterssupermarkets.com.au

Queens Supa IGA:

In Person: 79 Durlacher Street Geraldton WA 6530
 Post: PO Box 1695 Geraldton WA 6531
 Fax: 08) 9964 5318
 Email: queenssupaiga@rigterssupermarkets.com.au

Wonthella Supa IGA:

In Person: 252 Fifth Street Wonthella WA 6530
 Post: PO Box 1695 Geraldton WA 6531
 Fax: 08) 9964 3111
 Email: wonthellasupaiga@rigterssupermarkets.com.au