***Store Use only*** *– to be completed upon receipt of application from applicant*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Store Number:*** |  | ***Is privacy statement signed?*** | Yes No |
| ***Received By:*** |  | ***Has applicant retained*** | Yes No |
| ***Date Received:*** |  | ***Reference Page?*** |  |



**Target Job Application**

**SECTION 1 – YOUR DETAILS**

Name:

Address:

Postcode:

Phone Number:

Mobile Number:

Email address:

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**

Please indicate what type of 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 Head Office in Geelong Victoria, please refer to our website www.target.com.au

Select what type of employment you would prefer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Part Time |  | Full time |  |  |
| Casual |  | Holidays/Christmas work | |  |
|  |  |  |  |  |
| Do you currently have paid |  | Yes |  | No |
| employment? |
|  |  |  |  |
| Have you previously held paid |  | Yes |  | No |
| employment? |
|  |  |  |  |
| Do you currently work in the |  | Yes |  | No |
| retail industry? |
|  |  |  |  |
| Have you previously worked in |  | Yes |  | No |
| the retail industry? |
|  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Position** | **Employer** | **Dates employed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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**SECTION 3 – EDUCATION DETAILS**

|  |  |  |
| --- | --- | --- |
| Are you currently | Full time |  |
| Part time |  |
| studying: |  |
| Not studying |  |
|  |  |
| **If studying**, please | Year 9 | Year 10 |
| Year 11 | Year 12 |
| indicate your current |
| Certificate | Diploma |
| level of study: |
| Diploma | Degree |
|  |
| Name of school/ |  |  |
| education institution: |  |  |
| **If not studying**, please |  |  |
| specify the highest level |  |  |
| of study attained |  |  |
| Completion date of your |  |  |
| highest level of study |  |  |
| attained (year) |  |  |
| Name of school/ |  |  |
| education institution |  |  |
| attended: |  |  |

**SECTION 4 – ACHIEVEMENTS, SKILLS OR TRAINING**

List any achievements i.e. employment, education, personal or sporting

List any additional skills or training you have completed.

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

Up to 4 hours 5 to 9 hours

10 to 14 hours 15 to 19 hours

20 to 24 hours 25 to 29 hours

30 to 34 hours > 35 hours

If you are interested in Christmas/holiday work, please indicate your availability through

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this period:

|  |  |  |  |
| --- | --- | --- | --- |
| 7 days per week | |  | 5 days including weekend days |
|  | 5 weekdays only |  | Less than 5 days including weekend |
|  | Less than 5 weekdays |  | days |

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 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

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

**SECTION 7 – RIGHT TO WORK DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you an Australian or New |  | Yes |  | No |
|  |  |  |  |
| Zealand permanent resident or |  |  |  |  |
|  |  |  |  |
| citizen? | Proceed to Section 8 | | 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 Multicultural Affairs 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 |  | 0 – 10 |  | 11 | – 20 |
| you to work? |  | 21 – 30 |  | 31 | + |
|  |  |  |  |  |  |

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**SECTION 8 – 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.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Your completed application can now be handed into the store.**

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.

***OR***We receive a large amount ofapplications at our store and sometimeswe do not have opportunities toaccommodate all applicants.**What if I don’t hear**If you have not had a response from the**anything?**store for a period of 3 months or moreand you are still interested in beingconsidered for a position, you areencouraged to resubmit a newapplication directly to the store of yourchoice.