



EMPLOYMENT APPLICATION FORM

RETAIL STORES

Date: _____

Last Name: _____

First Name(s): _____

Email Address: _____

Correspondence from Cheap as Chips will be sent to your email address

Address (Residential)

Post code: _____

Address, Postal (if different from above)

Post code: _____

Mobile: _____ Home Phone: _____

Please tick the box which best describes your residency status:

Australian Citizen/ Permanent Resident

Valid Visa with Work Entitlements

If currently on a VISA, please stipulate details: _____

Section 1 - To assist in assessing opportunities for your employment, please respond to the following questions:

Why have you chosen Cheap as Chips as a place that you would like to work?

Please list which stores you are interested in working at:

Note that your preference is subject to store availability.

1. _____
2. _____
3. _____

Availability:

Note that any changes to availability will be subject to operational requirements.

Monday 7am-9:30pm	Tuesday 7am-9:30pm	Wednesday 7am-9:30pm	Thursday 7am-9:30pm	Friday 7am-9:30pm	Saturday 7am-6pm	Sunday 7am-6pm

Any holidays or time off required in the next six (6) months:

Please provide contact details of three current referees from whom confidential reports may be obtained. By providing these details you give us permission to contact your referees should we need to.

	Name	Company	Position	Contact Details
1.				
2.				
3.				

To ensure that we are able to provide you with a safe working environment, it is important that we are aware of any pre-existing medical condition, injury or illness which may affect your capacity to safely perform your duties. As a retail employee, you may be required to perform tasks of the following nature:

- Manual handling (e.g. lifting, pushing, carrying and pulling heavy items)
- Standing and/ or sitting for long/ short periods

Are there any conditions which you believe may prevent you from performing the requirements of the role you are applying for or you believe we should be aware of?

Yes No

If Yes, please provide details:

If you are offered a position with Cheap as Chips, do you agree to undergo a Pre-Employment Assessment that relates to the needs of the job?

Yes No

Have you ever been convicted of a criminal offence or left a position for reasons that may be relevant to the role that you are applying for?

Yes No

If Yes, please provide details:

As part of the conditions of employment, all retail employees (whether they are employed as Salaried, Full Time, Part Time or Casual), may be required to transfer between retail stores to meet the operational needs of the business. Cheap as Chips will take into account the employee's home address and will transfer to a store within a one (1) hour drive from that address, unless mutually agreed otherwise. Do you agree?

Yes No

If No, please provide details:

Have you attached a copy of your resume to this application form?

Yes No

Do you know anyone who works at Cheap as Chips or have a conflict of interest?

Yes No

If Yes, please provide details:

Section 2 - Please complete if you are applying for a Shop Assistant position

Please select which position you are applying for (for Management please skip to section 3):

Casual/Part Time <input type="checkbox"/> (Weekdays, Late Nights & Weekends)	During the course of your employment you may be required to work: <ul style="list-style-type: none">• 7am morning fill starts• Normal trading 9-5:30• Late night trade until 9pm• Night fill until 9:30pm• Saturdays/ Sundays• Extended trading hours -Christmas (2 weeks prior, late night, possibly every night)
Casual <input type="checkbox"/> (Late Nights and Weekends)	During the course of your employment you may be required to work: <ul style="list-style-type: none">• Late night trade until 9pm• Night fill until 9:30pm• Saturdays/ Sundays• Extended trading hours -Christmas (2 weeks prior, late night, possibly every night)

Decisions regarding annual leave applications submitted for the following periods will be discretionary and may not be approved:

- 15 November to 15 January,
- 1 week prior to Easter and 1 week after Easter, and
- Any other key trading times and set up periods (e.g. Mother's Day, Father's Day, Christmas set-up etc.)

Do you have any issues or concerns with this?

Yes No

If Yes, please provide details:

Section 3 - Please complete if you are applying for a Store Management position

During the course of your employment you may be required to:

- Have flexibility with early starts (7am) and late finishes (9:30pm)
- Work extended Christmas trading hours
- Cover shifts at short notice

During your employment, it will be expected that:

- You work an Avg. 38hr week, Mon-Sun, rotating roster
- Any decisions regarding annual leave applications submitted for the following periods will be discretionary and may not be approved:
 - 15 November to 15 January,
 - 1 week prior to Easter and 1 week after Easter, and
 - Any other key trading times and set up periods (e.g. Mother's Day, Father's Day, Christmas set-up etc.)

Do you have any issues or concerns with this?

Yes No

If Yes, please provide details:



Section 4 - All Applicants

PRE-EMPLOYMENT HEALTH DECLARATION FORM

Employment with Cheap as Chips is conditional on the preferred applicant completing this *Pre-employment health declaration form*.

Position applied for: _____ Location: _____

Name: _____

If your name has changed please state your previous name: _____

Address: _____

Telephone No: _____ Mobile No: _____

PRE-EMPLOYMENT HEALTH DECLARATION

Employment with Cheap as Chips is conditional on you being fit and able to perform the requirements of the position you have applied for.

When completing the pre-employment health declaration please make sure you have read and have understood the accompanying relevant Job Description and Privacy Statement.

Read the documents carefully and discuss any queries that you may have, prior to completing the form, with your relevant contact person at Cheap as Chips.

The purpose of the pre-employment health declaration form is to assist Cheap as Chips ensure that no person is placed in an environment or given tasks that may jeopardise the person's health and safety.

It is not the intention of the pre-employment health declaration to deny a person employment with Cheap as Chips solely because of a physical or mental illness.

Your health declaration may be disclosed

HEALTH DECLARATION

1. Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position you have applied for?
Please circle YES or NO. If YES please provide details –

If YES, what adjustments or modifications do you need to perform the duties required of the role (if any)?

2. Do you have an existing injury or condition or pre-existing injury or condition that could be affected by the nature of the proposed employment?
Existing is a condition for which treatment is still being received.
Pre-existing is where an injury is present but treatment is not required.
Please circle YES or NO. If YES please provide details –

If YES, what adjustments or modifications do you need to perform the duties required of the role (if any)?

3. Have you ever worked with any substance or in any conditions which may have been hazardous to your health?
(e.g. toxic chemicals, stressful or noisy environment)
Please circle YES or NO. If YES please provide details –

If YES, what adjustments or modifications do you need to perform the duties required of the role (if any)?

The completed pre-employment health declaration form will be kept on your personnel file.

PRE-EMPLOYMENT HEALTH DECLARATION BY APPLICANT

I, _____ of _____
Applicants Name Applicants Address

do sincerely declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my past or present state of health has been withheld. I hereby agree to undergo a health assessment by an independent medical practitioner if deemed necessary by Cheap as Chips.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions asked may make me ineligible for employment, or if employed, liable to disciplinary action which may result in my dismissal.

I understand that this pre-employment health declaration may form part of my employment file.

Applicant's signature: _____

Date: / /

PRIVACY STATEMENT ACCOMPANYING PRE-EMPLOYMENT HEALTH DECLARATION FORM

Overview

Cheap as Chips Pty Ltd and its associated entities (**Cheap as Chips**) has a policy of strict privacy regarding the personal information it collects and holds about you in its pre-employment health declaration form. This statement sets out the details of Cheap as Chips' privacy policy in relation to the personal information (**Privacy Statement**).

This Privacy Statement has been developed in accordance with the *Privacy Act 1988* (Cth), including the Australian Privacy Principles. The Privacy Statement applies to the collection, storage, use, disclosure and distribution of your personal information. By providing Cheap as Chips with your personal information you accept the terms of this Privacy Statement. This Privacy Statement applies to information provided to Cheap as Chips by any means.

Definitions

In this policy:

- **Personal information** is recorded information about a living identifiable or easily identifiable individual (including work related information or images).
- **Sensitive information** is information about a living individual's race or ethnicity, political opinions, religious or philosophical beliefs, sexual preferences or practices, criminal record, or membership details, such as trade union or professional, political or trade associations.
- **Health information** is information about a living or deceased individual's physical, mental or psychological health.

When and how Cheap as Chips collects your personal information

Cheap as Chips collects your personal information in the pre-employment health declaration form to comply with its legal obligations to you and others under work health and safety legislation, equal opportunity and anti-discrimination legislation, and workers compensation legislation.

Cheap as Chips will generally collect personal information directly from you. This may include your contact details and sensitive information such as health information or professional or trade association memberships.

Cheap as Chips may also collect personal information from third parties such as your representatives, medical practitioners, or publically available sources of information.

If someone other than you provides personal information about you that Cheap as Chips did not ask for and Cheap as Chips determines that it could have collected this information from you had Cheap as Chips asked for it, Cheap as Chips will notify you as soon as practicable. However, this notice will not be provided if doing so would be a breach of an obligation of confidence. If Cheap as Chips could not have collected this personal information from you had it asked for it, Cheap as Chips will lawfully de-identify or destroy that personal information.

Cheap as Chips will only collect sensitive information revealing details of health or disability if:

- you have given express consent to Cheap as Chips to do so and the information is reasonably necessary for it to carry out its functions or activities
- the use of this information is required or authorised under Australian law or a court or tribunal order, or
- the information is necessary for the establishment, exercise or defence of a legal claim.

How Cheap as Chips uses and discloses your information

Cheap as Chips uses your personal information provided on the pre-employment health declaration form in the course of determining whether you are fit and able to safely perform the inherent requirements of the position for which you are applying.

Cheap as Chips will not disclose information that personally identifies you to any third party other than as set out in this Privacy Statement. In order to conduct its business and comply with its legal obligations, Cheap as Chips may disclose your personal information to other organisations but only in relation to its engagement of you or for the purposes of its business.

This disclosure may include (but is not limited to) providing your personal information in the pre-employment health declaration form to a medical practitioner or a workers compensation insurer.

How does Cheap as Chips maintain the accuracy of your information?

Cheap as Chips take reasonable steps to ensure that the personal information it holds is accurate, complete and up to date. If you believe Cheap as Chips holds inaccurate personal information about you, please contact Cheap as Chips and Cheap as Chips will take reasonable steps to correct it.

How will Cheap as Chips manage your personal information in relation to third parties?

Cheap as Chips will only collect, store, use, disclose or distribute information that personally identifies you as set out in this Privacy Statement, unless:

- Cheap as Chips is required to do so by law
- to protect Cheap as Chips' rights or property (or those of any third party), or
- to avoid injury to any person.

Cheap as Chips is not responsible for the privacy practices of third parties or their privacy policies regarding the collection, storage, use, disclosure and distribution of your personal information Cheap as Chips provides to the third parties.

When might Cheap as Chips transfer your information overseas?

Cheap as Chips uses third party service providers who may disclose your personal information to parties in foreign countries. Also, Cheap as Chips may from time to time need to disclose your personal information to its clients in foreign countries, for example in relation to tenders, costs agreements, or Cheap as Chips' promotional material. By providing personal information to Cheap as Chips you consent to this disclosure.

Your consent

By providing Cheap as Chips with your personal information, you consent to the collection, storage, use and dissemination of your personal information in accordance with this Privacy Statement and as otherwise permitted under the Privacy Act.

How does Cheap as Chips store and protect your information?

Cheap as Chips takes reasonable steps to protect the security of your personal and/or sensitive information. For example:

- personnel files containing your personal information are stored in a locked filing cabinet, to which access is tightly restricted, and
- electronic files containing personal information are stored in a secure computer database, to which access is tightly restricted.

Cheap as Chips maintains appropriate software and IT systems to protect both its hardware and software from misuse, interference, loss, unauthorised access, modification and disclosure.

Cheap as Chips" procedures are designed to prevent your personal information being accessed by unauthorised personnel, lost or misused. If you reasonably believe there has been unauthorised use or disclosure of your personal information, please contact Cheap as Chips" Privacy Officer (see below).

If Cheap as Chips no longer needs your personal information, unless Cheap as Chips is required under Australian law or a court or tribunal order to retain it, Cheap as Chips will take reasonable steps to destroy or securely delete your personal information in accordance with its document retention policy.

Variation and consent to variation

Cheap as Chips may vary the terms of this Privacy Statement at any time. You will be deemed to have consented to such variations by your continued dealing with Cheap as Chips without objection after such changes have been made.

Access to information Cheap as Chips holds about you

If you request access to the personal information Cheap as Chips hold about you, Cheap as Chips will respond to your request within a reasonable period of time and, where reasonable and practicable, give access to the information in the manner you request. This will be subject to any exemptions allowed under the Privacy Act.

You may request this information by writing to Cheap as Chips" Privacy Officer/HR Manager:

PO Box 122, EXPORT PARK SA 5950

or sending an email to the Privacy Officer/HR Manager at reception@cheapaschips.com.au

When contacting Cheap as Chips, you have the option to either not identify yourself or to use a pseudonym. However, this will not apply if it is impracticable for Cheap as Chips to communicate with you that way or if Cheap as Chips is required or authorised under Australian law (or a court or tribunal order) to only deal with individuals who have identified themselves.

How you can make a complaint

If you have a complaint about Cheap as Chips" management of your personal information, you may make it in writing to the Privacy Officer/HR Manager on the details above or by submitting a complaint to the Office of the Australian Information Commissioner using the form available at this website:

<https://forms.business.gov.au/aba/oaic/privacy-complaint/>

The telephone enquiry line of the Office of the Australian Information Commissioner is 1300 363 992.

Declaration by Applicant

1. I, _____, state that the information I have provided on this Employment Application form is accurate and honest.
2. I understand that any wilful inaccuracy, suppression or deliberate misrepresentation in this form may result in my employment with Palcove Pty Ltd trading as Cheap as Chips being terminated without notice.
3. If successful in my application, I accept that my employment may be subject to the results of a functional assessment and, if required a police check.
4. I declare that my state of health would not prevent me from performing adequately, without endangering myself or other persons, the work genuinely and reasonably required for employment of the position in question.
5. I declare that if the above application for employment is accepted I will be bound by and at all times observe and respect such terms and conditions of employment, company guidelines and values (Honesty, Integrity, Compassion, Fun and Equality). I have read, understood and accept the conditions regarding rostered hours and staff transfers for retail staff.

Signature of proposed employee: _____ Date: _____

Office: 149 Holbrooks Road, UNDERDALE SA 5032

PO Box 122, EXPORT PARK SA 5950