



Store Management Application Form

Explanation of Outback Stores new Store Manager recruitment process.

- Step 1 Complete the application form below and attach a copy of your resume and all other supporting documents you wish to submit;
- Step 2 After reviewing your application and resume, applicants meeting OBS selection criteria will be contacted for a telephone interview (1st interview);
- Step 3 A successful 1st interview will lead to a 2nd interview – Skype (internet interview) or face to face interview (depending on which is appropriate);
- Step 4 A successful 2nd interview will result in a trip to a Community (if no previous experience with Communities) or straight to Step 6;
- Step 5 A Community visit will be arranged with transport and accommodation being provided. During the Community visit a further informal interview will take place with the Area Manager in charge of that Region and may include members of the Community;
- Step 6 A successful trip will result in a verbal offer of employment;
- Step 7 The verbal offer is followed up with an email offer of employment seeking confirmation of acceptance and a start date;
- Step 8 Confirmation of acceptance of the offer of employment will generate a written contract of employment and a number of other new employee documents that will enable a smooth start. During the period between acceptance and starting a number of important training and checks are undertaken by you (Forklift training; 1st Aid Training; medical; Police check);
- Step 9 A new Store Manager will normally be placed in a Training Store for a period of up to 2 weeks and then brought into the Darwin Support Office for a week of induction (including 4WD training). This will be followed by an extended hand over period in the new Store Manager’s 1st store (approx. 1 to 2 weeks). During Step 9 continued assessment is being made of the new Store Manager’s (your ability) to manage with the transition into Outback Stores. If there is any doubt or if you expresses concern, additional training will be arranged.

The entire recruitment process is to make sure there is a fit between you, the applicant, and Outback Stores. Not everyone is suited to working and living in remote Aboriginal Communities and it is best to discover this early in the recruitment process.

Please expand sections as needed

1. Personal Information			
Name:			
Address:			
Phone:		Mobile:	
Email:			
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<u>Approved By:</u> HR Manager	<u>Original Approved Date:</u> 26 November 2009	<u>Next Review:</u> January 2016	<u>Page:</u> 1 of 5

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2. Education & Qualifications - Please attach copies of qualifications		
Education/Qualification	Institution	Date Completed

3. Licences & Certificates - Please attach a copy of your licences

Do you have a current forklift license? YES NO

Do you have a current first aid certificate? YES NO

Do you hold an Australian manual driver's license? YES NO

Do you have a current food safety certificate? YES NO

Other -

Type of Licence/Certificate	Expiry	Issuer

4. Employment History			
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Employer	Position	Responsibilities	Years of service

5a. Referees - Professional			
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Name:		Position:	
Company:		Contact:	

Name:		Position:	
Company:		Contact:	

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5b. Referees - Personal			
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	

6. Retail Work Experience Checklist
Please tick the boxes if you have had experience with the following:

Retail Experience as Store Manager, Assistant Manager, Duty or Department Manager in a		
<input type="checkbox"/> Supermarket	<input type="checkbox"/> General Store	<input type="checkbox"/> Roadhouse
<input type="checkbox"/> Service Station	<input type="checkbox"/> Department Store	<input type="checkbox"/> Community Store

Small business owner of a		
<input type="checkbox"/> Supermarket	<input type="checkbox"/> General Store	<input type="checkbox"/> Roadhouse
<input type="checkbox"/> Service Station	<input type="checkbox"/> Other	

Experience as a sales representative in a FMCG (minimum 2 years' experience required)
Yes Name of Company: Years of service

Experience in commercial food preparation/cooking
<input type="checkbox"/> Yes <input type="checkbox"/> No Type of experience:

Operating Retail Equipment		
<input type="checkbox"/> Point of Sale Terminal	<input type="checkbox"/> Electronic Bar Code Equipment	<input type="checkbox"/> Scanners
<input type="checkbox"/> Thermometers	<input type="checkbox"/> Printer/Fax	<input type="checkbox"/> EFTPOS Machine

Operating with Cash		
<input type="checkbox"/> Cash Handling	<input type="checkbox"/> Operation of Cash Register	<input type="checkbox"/> Managing Cash Floats
<input type="checkbox"/> ATM Machine	<input type="checkbox"/> Credits and Refunds	<input type="checkbox"/> Balancing takings

Stock Control & Stocktaking		
<input type="checkbox"/> Ordering Stock	<input type="checkbox"/> Shelf ticketing/Pricing	<input type="checkbox"/> Stocktaking
<input type="checkbox"/> Stock Control	<input type="checkbox"/> Receipt and dispatch of goods	<input type="checkbox"/> Food Safety

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Occupational Health & Safety		
<input type="checkbox"/> Identifying hazards and risks in the workplace	<input type="checkbox"/> Resolving identified hazards or risks in the workplace	<input type="checkbox"/> Manual Handling procedures

Retail Management		
<input type="checkbox"/> Retail Administration	<input type="checkbox"/> Understanding and working with budgets (sales, wages, waste etc.)	<input type="checkbox"/> Understanding of financial documents (P&L)
<input type="checkbox"/> Training & developing staff	<input type="checkbox"/> Understanding of Sales Reports	

7a. Computer Skills
Please tick your level of general computer skills
<input type="checkbox"/> Confident/Advanced
<input type="checkbox"/> Occasionally require assistance/Intermediate
<input type="checkbox"/> Require regular assistance/Beginner

7b. Computer Programs		
Please tick your knowledge level of the following programs		
Microsoft Outlook (Email)	Microsoft Excel	Microsoft Word
<input type="checkbox"/> Advanced	<input type="checkbox"/> Advanced	<input type="checkbox"/> Advanced
<input type="checkbox"/> Intermediate	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Intermediate
<input type="checkbox"/> Beginner	<input type="checkbox"/> Beginner	<input type="checkbox"/> Beginner
<input type="checkbox"/> No knowledge	<input type="checkbox"/> No knowledge	<input type="checkbox"/> No knowledge

7c. Computer Skills
Please tick whether you have experience with
<input type="checkbox"/> Grocery Manager
<input type="checkbox"/> GM Mobile

8. Disabilities, Injuries or Illnesses that will impact your employment

9. What is it about this opportunity that attracts you to make this application?

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10. How did you hear about Outback Stores?

11. Additional Information:

i. For example, even if you have not had any Retail experience, please include any other experience / skills you possess that might indicate you are capable of acquiring those skills.

ii. Please supply any other information you think relevant that supports your Application.

Please Note: Community Stores are based on Aboriginal Land that requires a permit to enter. Aboriginal Land Councils do not encourage and in some cases forbid the entry of domestic animals. If you have a pet you will need to consider how you will re-house or who will take care of your pet while you are working for Outback Stores as you will not be allowed to bring your pet with you.

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