

JOB APPLICATION FORM



Please complete and return this along with your resume, cover letter, and any other associated documentation to recruitment-aus@kinokuniya.com

POSITION:

Which position are you applying: _____

Do you have retail experience: Yes No (please tick the box)

Do you have book retail experience: Yes No (please tick the box)

PERSONAL & CONTACT DETAILS

Given name(s): _____ Surname: _____

Contact Number: _____

Residential Address: _____ Suburb & Postcode: _____

Preferred email Address: _____

Preferred Pronouns (optional): _____

LANGUAGE & NATIONALITY (This information is used to verify your work rights in Australia)

Are you an Australian citizen or Permanent Resident: Yes No (please tick the box)

If No, visa type: _____ Issue date: _____ Expiry date: _____

Details of work conditions: _____ (e.g. limit of hours)

Do you know any other languages? _____

(As some positions require to speak other language than English)

EDUCATION & TRAINING

Name of qualification	Year commenced	Year completed	Name of institution

First aid certificate: Yes No

Other relevant training: _____

HOURS & AVAILABILITY

How many hours per week would you prefer to work? _____

Please state availability for each day below:

Monday:	Friday:
Tuesday:	Saturday:
Wednesday:	Sunday:
Thursday:	

Please also specify the hours you would like to allocate for each day.

REFEREES (please provide two (2) employment referees)

	1 st Referee	2 nd Referee
Full name:		
Position:		
Organisation:		
Contact number:		
Email address:		

We will contact your referees once you have been notified as shortlisted.

DECLARATIONS

Health

Do you have any previous or current medical condition or restriction, physical or otherwise, which may affect your ability to perform the essential requirements of the job? Yes No

If, YES , please provide details: _____

Important Note: Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment.

Criminal Convictions

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? Yes No

If, YES , please provide details: _____

DECLARATION BY THE APPLICANT

1. I understand that any misrepresentation of facts in this application could be cause for termination if employed.
2. I consent to any reference checks which may be necessary to support this application.
3. I understand Kinokuniya Books Store of Australia reserves the right to verify my passport, visa, driver's licence, and I consent to Kinokuniya Books Store of Australia conducting independent verifications.

I, hereby declare that the information contained in this application is to the best of my knowledge true and correct.

Signature of Applicant: _____ Date: _____

Privacy:

Your application form contains personal information, which will be dealt with in accordance with our Code of Conduct. If you are successful in your application your form will become an employment record. If you are unsuccessful your application form will be destroyed immediately.

Your application will be kept on file for **8 weeks** from the declaration date in case an employment opportunity should arise. Thank you for your application and we appreciate your effort and your interest in Kinokuniya Books Store of Australia.