

**WANGARATTA PHARMACY  
35 MURPHY STREET  
WANGARATTA VIC 3677**

## **INFORMATION FOR APPLICANTS**

Thank you for your interest in our pharmacy. The information on this sheet explains the employment criteria for the position at our pharmacy, as well as general information about our business, to assist you in your application.

From time to time Pharmacy Assistant positions in our Customer Service team become available at our pharmacy. The role of the Pharmacy Assistant is to provide outstanding service to our customers on the selling floor at all times.

### **AVAILABILITY**

Flexibility in our workforce is vital to meeting our customers' needs.

As a result, all prospective full time team members must be available to work a minimum of four days per week and must be available to work at least one weekend (Saturday and Sunday) per month. You will not be considered for a position at the pharmacy if your availability is less than this minimum requirement.

Due to the nature of retail, we need all team members to be available to work maximum hours during our peak trading times such as the Christmas period (mid November to mid January) and other key promotional times such as Mother's Day, Easter, etc.

### **STANDARDS REQUIRED**

To be successful in gaining an interview with our pharmacy, you will need to possess the following attributes:

1. Have a commitment to providing outstanding customer service.
2. Be a natural and articulate communicator and enjoy working with people.
3. Have an excellent standard of grooming and personal presentation.
4. Be flexible in your availability and be able to work varied hours over at least four days per week, including weekday and weekend shifts.
5. Be prepared to work maximum hours, including extended trading hours and Christmas Eve in the busy lead up to Christmas.

### **RECRUITMENT PROCESS**

Our pharmacy has a five-step recruitment process, as follows:

1. The initial application is screened and suitable applications are placed into a hold file for matching with a suitable vacancy.
2. If an appropriate vacancy arises, suitable applicants are invited to attend an interview.
3. Those applicants who are successful at the first interview may be invited to attend a second interview.
4. Following the second interview, the successful applicant is offered a position. If the applicant accepts the offer, he/she is provided with further details about the job.
5. The new team member begins work in the pharmacy.

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## APPLICATION FOR EMPLOYMENT

Date of application:..... Position applied for:.....

### Section 1 – Personal Information (block letters)

Surname:..... Preferred first name:.....

Current address:.....  
..... Postcode:.....

Telephone number: Home:..... Mobile:.....  
Business: (if able to be contacted at work).....

Date of birth:.....

### Section 2 – Education

Highest education level (please circle):

1. Less than VCE/HSC      2. VCE/HSC      3. TAFE      4. University  
5. Postgraduate

Qualification:..... Major:.....  
Institution:..... Date completed:.....

Are you currently studying at a school or tertiary institution? If yes, please give details:.....

Languages other than English:

Language:..... Level of proficiency    Speak:..... Write:.....  
Language:..... Level of proficiency    Speak:..... Write:.....

### Section 3 – Prior Work History

Employer:..... Position:.....  
Dates: From..... To:..... Reason for leaving:.....

Employer:..... Position:.....  
Dates: From..... To:..... Reason for leaving:.....

Employer:..... Position:.....  
Dates: From..... To:..... Reason for leaving:.....

Employer:..... Position:.....  
Dates: From..... To:..... Reason for leaving:.....



**Section 6**

Have you been convicted of a criminal offence in the last 10 years? \_\_\_ Yes \_\_\_ No

If yes, please give details:.....  
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**Section 7**

Are you legally entitled to work in Australia? \_\_\_ Yes \_\_\_ No

**Section 8**

I hereby declare that all the information given on this form and the attached resume signed and dated by me is true and complete and I understand that any misleading information may lead to my continued employment being reviewed.

**Signature of applicant:**..... **Date:**.....