



Employment Application Form

Hi, and THANK YOU for your interest in auditioning for a part with the VIDEO EZY TEAM. We are the largest Video organisation in Australasia. If you are successful in your application for this sales position, you will join the 5,000 or so Team Members across the country who delivers outstanding service to satisfy our customers home entertainment needs.

We would appreciate it if you take the time to complete this form. If possible attach a photo so we can put a face to your name. Please also attach a copy of your resume and ensure you have listed at least two current referees. GOOD LUCK!

NAME _____ D.O.B. ___/___/___ GENDER _____
ADDRESS _____ SUBURB _____ STATE _____
P/CODE _____ HOME NO. _____ MOBILE NO. _____

1. Video Ezy requires Team Members to be available weekends, evenings and during holidays. In the table below tick the time slots you are available to work. Record any extra information in the comments section.

DAY	9am to 5pm	5pm to 11pm	COMMENTS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

2. Do you have any regular commitments that would take priority over your employment with Video Ezy?

3. Are these commitments likely to change within the next 12 months?

4. What transport do you have to get you to work, particularly on nights and weekends?

5. Why should you be part of the Video Ezy Team?

6. What sales or retail experience do you have?

7. What skills do you have that will benefit Video Ezy?

8. What Qualifications do you possess?

9. What experience do you have with computers?

Typing _____ wpm

10. What are your goals for the future?

11. What are your interests?

12. What are your favourite movies and games?

This employment application has been completed by _____ and I hereby declare that the information I have provided is true and correct.

Applicant Signature

Date

FIRST IMPRESSIONS- to be completed by Team Member accepting Application:

ATTRIBUTE	COMMENTS	ATTRIBUTE	COMMENTS
Presentation		Personality	
Smile		Confidence	

Team Member Signature

Date

JOB DESCRIPTION FOR VIDEO EZY SALES REPRESENTATIVES

1. Comply with all store Workplace Health and Safety Policies
2. Ensure that uniform is complete & up to standard
3. Follow store procedures
4. Provide excellent customer service
5. Find videos for customers
6. Join up new members
7. Answer the telephone and deal with telephone enquiries
8. Returning videos back to the shelf
9. Restocking and merchandising of stock
10. Vacuuming, tidying shelves and general cleaning
11. Acquiring excellent product knowledge
12. Organising customer reservations
13. Late list management
14. Opening of the store and night close-up duties
15. Handling damaged disc queries with customers
16. Attending regular Team Meetings
17. Enthusiastic promotion all marketing campaigns
18. Showing initiative while performing all duties
19. Complete all Video Ezy Training Programs
20. Any other work or training reasonably requested by the Manager or Team Leader

JOB DESCRIPTION FOR VIDEO EZY MANAGERS AND ASSISTANT MANAGERS

1. Oversee all the day-to-day operations of the store
2. Employ, develop and motivate Team Members using Video Ezy Training Programs and Procedures.
3. Drive the business via Local Store Marketing activities
4. Set new standards in customer service, cleanliness and in-store merchandising
5. Ensure Team Members have a firm understanding of store policies and procedures
6. Ensure the Team wear a complete uniform that is up to standard
7. Maintain security controls - cash, keys, alarms and stock
8. Stock control and management - including rotating expiring products, delivery and return of in-store movies, handling damaged discs and maintaining all confectionery areas.
10. Control of late list and debt management
11. Be able to analyse store reports and budgets
12. Conduct quarterly performance reviews for Team Members
13. Write store rosters to meet forecast sales and budgets
14. Communicate with the Franchisee
15. Conduct Team Meetings and Training Sessions
16. Complete all Video Ezy Training Programs
17. Any other work or training that is reasonably requested by the employer or their representative.