Go to <https://www.colescareers.com.au/> to search for EXISTING JOBS.

Click “Browse jobs by Location buttons” to search by State and on this page, you can click “express your interest” IF THERE ARE NO JOBS LISTED

On this page (<https://www.colescareers.com.au/retail-stores/in-store/right4me>) there are 3 red balls.

Click red ball one to see if working for Coles is suitable for you.

Click red ball 2 and click “register now” button; this will take you to the application process.

You will need to upload your resume so have access to an electronic version of your tailored resume.

You will a be required to answer scenario based questions. Most of which are around how you would deal with a problem. Don’t rush your application answers; be thorough.

**HERE ARE SOME TIPS;**

* Remember Coles employs on ATTITUDE not on skills. Update our resume front page to reflect this.
* Availability for work usually needs to be 24/7.
* The more departments you select the higher your chances.
* Refresh your application weekly to stay on “the top of the pile”.
* Check emails daily as this is how you will be contacted.
* The following are needed to work at Coles
	+ Be physically able to do the job. There will be lots of walking and repetitive lifting involved.
	+ Team player
	+ Reliable
	+ Customer service focused (all roles)
	+ Friendly
	+ Can work with a diverse range of people.
	+ Willing to work in ANY department.
	+ Be professional
	+ Willing to accept additional shifts.
	+ Contactable via phone.
	+ Can make good decisions quickly. Works well under pressure.
	+ Must be willing to work over Christmas and Easter.

You will not be offered a job at Coles unless you have photo ID and your birth certificate. If the names on these documents are different, you will need to provide the name change document (ie marriage certificate). Arrange for these documents immediately as you will miss out on vacancies if you do not already have them when a job becomes available.

Coles stores of very regularly recruiting, however they have busy recruitment periods before Easter and Christmas.