



## Christmas 2011 South Coast Plaza

NOW HIRING Energetic,  
Helpful, and Fun SEASONAL  
EMPLOYMENT:  
**Photographer**  
**Cashiers**  
**Greeters**

(Will Train for all Positions)

*Paid Weekly!*

*We* supply Vest and Tie, *You* supply Black Slacks and Black Shoes

**Multiple Shifts Available (am, pm, and swing)**

Training is November 10

Season Starts November 18<sup>th</sup>

Season Ends December 24<sup>th</sup>

**To fill out forms...go back to Main Page online.  
Click on "JOB APPLICATION". Fill out forms  
electronically. Print it out to bring to interview.**

JOB APPLICATION FORM CARCO FORM  
W4 FORM RETURN WITH JOB  
APPLICATION FORM

**Sign any that need to be signed. You will be  
contacted with an interview time.**

***Thank you.***  
*Continue to next page*

# **We run Drug Test, Megan's Law, Background, and Felony checks on all prospective employees.**

***Please see below for Employee Appearance Requirements for this job.***

## **Employee Appearance Requirements**

Daily supervision by InstantImage! managers for quality control of appearance of all employees is mandatory. InstantImage! managers will require each employee who is staffing Event Area A and Event Area B to maintain a neat, clean personal appearance and to conduct himself or herself in a courteous, professional manner with all customers, tenants and personnel of South Coast Plaza. Employee Appearance Standard guidelines are as follows:

A. Basic Dress Standards – Uniformed Employees: Uniforms should be clean and neat at all times. The only pins or decorations that can be worn on uniforms, unless otherwise instructed, are nametags. Pins issued from charitable organizations, such as Red Cross or United Way may not be worn on uniforms. Employees are required to wear proper undergarments, such as underwear for men/women and bras for women. Undergarments cannot show through or be visible in any manner outside the uniform. South Coast Plaza has the final approval on acceptable dress and grooming standards.

**1. Hair** – Uniformed employees should keep their hair neatly combed in an attractive, easy-to-maintain style. Any extreme looks, including shaving the head and eyebrows, are not permitted. No extremes in dyeing, bleaching or tinting are permitted.

Standards for Men – Hair is to be neatly cut and tapered, so that it does not extend beyond or cover any part of the ears. Placing hair behind the ears is unacceptable. Hair must not stick out over the shirt collar. Sideburns should be neatly trimmed and may extend to the bottom of the earlobe. Mustaches should be neatly groomed and not extend beyond the corners of the mouth. Beards and ponytails are not permitted. Spiked hairstyles are not permitted.

Standards for Women – If hair is styled, it should be kept to a minimum and should be for body and shape only. Long hair should be kept neat and well styled. Hair past shoulder length should be combed and fastened away from the face, so that it will not fall forward or over the face while performing normal job duties. Spiked hair is not permitted.

**2. Make-up** – Make-up must be conservative in manner and minimal.

**3. Fingernails** – Clean, presentable fingernails. Fingernail tips should be of reasonable length. Color should be neutral, with no designs or decorations.

**4. Aftershave, Cologne, Perfume and Deodorant** – Due to close contact with guests, tenants and employees, the use of aftershave or antiperspirants is required. A light fragrance is acceptable. Heavy fragrance is not permitted.

**5. Nametags** – All employees have been issued a nametag that should be worn in an upright, readable position. Since nametags are an integral part of the uniform, they should be seen. No other decorations may be worn on a nametag, unless otherwise instructed.

**6. Shoes** – Employees in uniform, unless otherwise advised, are requested to wear black leather shoes with defined heels and black socks. Shoes should be polished and kept in good repair. Approved shoes and socks are required the first day the employee is in uniform. Rubber-soled shoes must be worn in certain areas as a safety precaution.

**7. Sunglasses/Glasses** – Sunglasses are not permitted at any time while on duty. Glasses with silver-coated lenses that prevent seeing a person's eyes are unacceptable. Glasses, when worn, should be conservative and not detract from the uniform.

**8. Tattoos** – Tattoos should be completely covered by clothing at all times.

### **WE PROVIDE A LONG SLEEVE SHIRT.**

**9. Earrings** – Earrings for male personnel are not permitted while on duty.

**10. Piercing** – No visible body piercing, other than earrings for women, while on duty.

B. Smoking is not allowed at any time in the Center. This policy applies to employees, tenants, vendors, and visitors of South Coast Plaza.

Holiday vests, matching bow ties and white button-down shirts are to be provided by Instant Image to Instant Image's employees. South Coast Plaza – issued Santa hats must be worn by all employees while on-duty. Employees are to provide their own black dress slacks and black shoes **(black jeans, low-rise pants and black sneakers are not acceptable)**. South Coast Plaza reserves the right to inspect Instant Image's employees at any time during hours of operation of Event Area A and Event Area B. All uniform pieces, both those provided by Instant Image and employees own garments are subject to prior approval by South Coast Plaza before any such items may be used in public. **All Instant Image employees must be properly outfitted before they start working. If any uniform piece that has not been approved or does not fall within the guidelines as outlined above is seen on an Instant Image employee, they will be required to remove it / change immediately.** Any infraction of the Employee Appearance Requirements will result in immediate termination of Instant Image's employees, as directed by South Coast Plaza.