



SANCTUARY COVE - HUMAN RESOURCES

APPLICATION FOR EMPLOYMENT

Pages: 1 of 4

Please note the information that you provide Sanctuary Cove will be kept in the strictest of confidence, in accordance with the provisions of the Privacy Act 1988.

POSITION APPLIED FOR: _____ Full Time Part Time Casual

TODAY'S DATE: ___/___/___

DATE AVAILABLE: ___/___/___

Given Names: _____	Surname: _____
Address: _____ _____	Telephone Private: _____ Mobile: _____
	Business: _____
Post Code: _____	Email: _____

Are you a permanent resident of Australia? Yes No

If no, what type of visa do you hold?

Temporary Student Working Holiday Expiry Date: ___/___/___

Bridging Visa Commencement Date: ___/___/___ Other _____

Availability (Please mark availability for each day)

Monday	From: _____	To: _____
Tuesday	From: _____	To: _____
Wednesday	From: _____	To: _____
Thursday	From: _____	To: _____
Friday	From: _____	To: _____
Saturday	From: _____	To: _____
Sunday	From: _____	To: _____

EDUCATION / QUALIFICATIONS

Name of Schools, Colleges or Universities & Location	From	To	Degree / Certificate Obtained	Course of Study

EMPLOYMENT HISTORY

Previous Employment (beginning with most recent)

Employer/ Name and Address: _____
 _____ Telephone: _____
 Position: _____
 Date commenced: ___/___/___ Date finished: ___/___/___
 Describe duties and responsibilities: _____
 Reasons for leaving: _____

Previous Employment

Employer/ Name and Address: _____
 _____ Telephone: _____
 Position: _____
 Date commenced: ___/___/___ Date finished: ___/___/___
 Describe duties and responsibilities: _____
 Reasons for leaving: _____

Previous Employment

Employer/ Name and Address: _____
 _____ Telephone: _____
 Position: _____
 Date commenced: ___/___/___ Date finished: ___/___/___
 Describe duties and responsibilities: _____
 Reasons for leaving: _____

EMPLOYMENT REFERENCES

Please provide a Managers name form your last three (3) jobs if possible

Employer	Referee's Name	Referee's Position	Telephone Number

Further qualifications

- Have you completed a Responsible Service of Alcohol Course? Yes No
- Are you First Aid qualified? Yes No
- Do you hold a current Security Officer’s license? Yes No
- Do you hold a current drivers license? Manual Yes No Automatic Yes No

General:

Do you speak any language other than English? Yes No

If yes, please specify: _____

Do you have an impairment, disability or pre-existing injury that may affect your ability to carry out the prescribed duties of this role? Yes No

If yes, please specify: _____

Are you prepared to work in areas containing cigarette smoke/ ashtrays? Yes No

Have you ever been convicted of fraud, theft or assault and battery? Yes No

If yes, please specify: _____

Declaration:

1. I declare that the statements made by me in this application are true and complete and understand that a false statement or dishonest answer may render this application invalid or make me liable for dismissal.
2. I will abide by Company rules and policies as declared to me or contained in the Sanctuary Cove Team Handbook, Policy Manual, notice boards or operational manuals.
3. If I am supplied with a Company uniform, it will be worn at all times while at work, and I agree to return it in a satisfactory condition on termination. Loss or damage to uniforms or loss or damage of other issued Company items may result in deduction from my wage or salary.
4. I will agree to retain the confidentiality of Company documents, systems, manuals and financial reports and I understand that not doing so may be grounds for dismissal.
5. I agree to have Sanctuary Cove carry out random bag and locker checks in the interest of maintaining security of the company’s property as well as the property of members, customers and employees.
6. I declare that I am eligible to work in Australia and if my status changes in the future I will notify the Company immediately. I understand that any false information given by me regarding this matter will render me liable for dismissal.
7. I understand that should I secure employment with Sanctuary Cove that I will initially be employed under a three (3) month probationary period.
8. I authorise Sanctuary Cove to collect, use or disclose any information provided in this application with any relevant third party for the purpose of employment with the Company.
9. I authorise Sanctuary Cove to keep my application on file for a period of three months if I am unsuccessful for the position I am applying for. The Company can consider my application for other employment opportunities during this time.

Applicant’s signature: _____ Date: ____/____/____

Sanctuary Cove is an Equal Opportunity Employer

FOR OFFICE USE ONLY

First Interview conducted by:

Name: _____ Position: _____ Date: ___/___/___

Structured questionnaire completed: Yes No Evaluation form completed: Yes No

Reference Check #1 conducted by:

Name: _____ Position: _____ Date: ___/___/___

Reference Check #2 conducted by:

Name: _____ Position: _____ Date: ___/___/___

Second Interview conducted by:

Name: _____ Position: _____ Date: ___/___/___

Structured questionnaire completed: Yes No Evaluation form completed: Yes No

Third Interview conducted by:

Name: _____ Position: _____ Date: ___/___/___

Structured questionnaire completed: Yes No Evaluation form completed: Yes No

Response to candidate made by:

Name: _____ Position: _____ Date: ___/___/___

Method: _____