



EMPLOYMENT APPLICATION

1. This form must be completed in the applicants' own handwriting

DATE: _____

POSITIONS OF INTEREST: 1. _____ 2: _____

AVAILABILITY: Morning Evening Weekend

FIRST NAME: _____ LAST NAME: _____

ADDRESS : _____

_____ POSTCODE: _____

Contact Numbers: Home Phone No: _____ Mobile _____

EMPLOYMENT RECORD (please list current employer first or write *Refer to resume*)

Company Name and Address	Dates Employed	Position Held	Reason for leaving

REFERENCES

NAME/COMPANY	POSITION	ADDRESS	TELEPHONE	HOW LONG KNOWN

EDUCATION

	Name & Address of School	When did you study?		Degree/Cert. Obtained	Major Course Studied
		From (Year)	To (Year)		
Secondary					
University					
Further Studies					

LANGUAGES

Please indicate your level of communication for each language (Excellent, Average, Poor)

Language	Speak	Read	Write

Are you aware of any disabilities and/or medical conditions caused by gradual process or pre-existing injuries which may affect your ability to do the job or work the required hours?	NO	YES	IF YES, GIVE DETAILS

RSA ACCREDITATION – for all food & beverage staff

A copy of your current RSA (Responsible Service of Alcohol) certificate is required at the time of your interview. Employment will not commence until this accreditation is provided to the Hotel. Whilst an employee at the Pacific Hotel Group, you are required to maintain the currency of this accreditation. Failure to do so will see you removed from future rosters until it is provided.

VISA HOLDERS

ARE YOU ELIGIBLE TO WORK IN AUSTRALIA? YES NO

TYPE OF VISA _____ VISA EXPIRY DATE ____/____/____

We require a copy of your Visa paperwork and a copy of your Passport prior to or at the time of an interview. We are required by Law to check the status of all Visa holders applying for a position at the Hotel prior to commencement of employment.
Holders of Student Visas are required by Law to provide the Hotels with the dates of when they are studying. This is to remain current at all times. If no course dates are provided, the Visa holder will be limited to being rostered a maximum of 40hrs per fortnight.

DECLARATION

I authorise the Pacific Hotel Group to secure any verification and additional information regarding qualifications and character of myself disclosed in this application, and hereby release any person, firm, past/ present employer, or institution of all liability for any damage whatsoever issuing from such information.
I further declare that the statements made by me in this application are true, complete and correct.
I acknowledge a false statement or dishonest answer to any question on this application may be grounds for my immediate discharge from employment with the Pacific Hotel Group.
I declare the foregoing particulars to be true and I understand and agree that, in the event of my application being successful, my employment is to be subject to such conditions as laid down by the Company for time to time, provided that such conditions are in accordance with the relevant Award applicable to my employment.

I understand that:

- a. If for any reason, work in my particular classification is unavailable or I am requested to work outside my normal classification, the Company reserves the right to roster me in another area/classification, provide me with appropriate training and pay me accordingly.
- b. If I have supplied false or misleading information and it is discovered at a later date, it could result in instant dismissal.
- c. If successful in gaining employment, I will work as and where required, abide by the Company's Policies and Procedures, and will adhere to the relevant State and Federal Workplace Health and Safety Legislation
- d. I do not have any objections to the Pacific Hotel Group seeking verification and additional information with regards to this application

CRIMINAL HISTORY

Have you been convicted of a **CRIMINAL OFFENCE** other than a **DRIVING OR TRAFFIC OFFENCE**? **YES / NO**
If **YES** please give details _____.

I understand that as a condition of my employment the Company may undertake a series of background checks including criminal history, credit history, employer references and employee history trail.
AGREE/ DISAGREE

Date : _____ Applicants Signature: _____

Should you be required to attend an interview, we will contact you.
Ensure all documents are photocopies (not originals) as these will not be returned to the applicant.
All applications will be treated with confidentiality and fairness. Applications are held for three months and then destroyed for your security.
The Pacific Hotel Group is an Equal Opportunity Employer.
Thank you for your interest in the Pacific Hotel Group.