



# APPLICATION FOR EMPLOYMENT

## COMFORT HOTEL PERTH CITY

DATE OF APPLICATION  / /	BASIS OF EMPLOYMENT Casual _____ Part-time _____ Full-time _____ AWA _____	POSITION APPLIED FOR
TITLE	SURNAME	FIRST NAMES
ADDRESS	TELEPHONES Home _____ Mobile _____	EMAIL  FAX

**PHYSICAL HEALTH HISTORY – PLEASE NOTE:** Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he/she claims compensation for a disability, wilfully and falsely represented themselves as not having previously suffered from a disability, a dispute resolution body may in its discretion refuse to award compensation which otherwise would be payable.

Applicant to complete (please indicate (Y) for yes and (N) for no	y/n	Discussion comments
Are you required to take medication that may effect your work performance significantly		
Are you required to take medication which may effect your reliability to attend work		
Are you willing to undergo a medical examination if offered employment		
Have you had time of work in the past 12 months exceeding 48 hours for sickness or injury		
Are you currently being treated for any previous injury		
Have you a past injury that may reoccur and impact on your ability to complete your duties		
Do you currently have a current workers compensation claim in progress		
Is there any reasons that prevents you from wearing safety or protective equipment		
Have you had tetanus injections in the last 8 years		
Are you effected by working with heights or confined spaces		
Do you suffer from any neck, shoulder, knee, back or other joint problems		
Do you suffer from hearing or sight loss that may impact on your ability to complete your duties		
Do you have allergies or reactions to environmental conditions that may affect your work duties		

**EXPERIENCE & SKILLS EVALUATION – 1 = 12 months experience or more 2 = 6 -12 months experience 3 = 6 months or less**

HOUSEKEEPING				
Housekeeper	Supervisor	Room Attendant	Laundry	Public Area Cleaner
Porter	Mini Bar Attendant	Rooms Maintenance		

FRONT OFFICE				
Receptionist	Reservations Clerk	Switchboard	Cashier	Night Audit
Porter	Sales Executive	Front Office Management	Front Office Supervision	Yield Management
<i>Please indicate hotel front office systems that you have experience with:</i>				

FOOD & BEVERAGE				
Waitperson	Wine Attendant	Bar Attendant	Cocktails	Coffee Making
Cashier	Maitre'd	Cellar	B/Fast Cook	Qualified Cook
Kitchen Hand	Approved Manager	Supervisor	Shift Leader	Promotions
Qualified Chefs: Please indicate level of qualification				

PREVIOUS EMPLOYMENT – please **ensure** that you attach a copy of your work history, resume must be completed up to date

LIST THREE PROFESSIONAL REFEREES CONTACT NUMBERS – ensure contact numbers are accurate				
CONTACT NAME	COMPANY NAME	PHONE NUMBER	POSITION OF REFEREE	(Office Use)
1.				
2.				
3.				

Please sign for your approval to contact the nominated referees: \_\_\_\_\_

<b>WORK PERMITS</b>
Are you an Australian resident or legally entitled to work in Australia ? YES / NO
<i>If you have a work permit, you will be required to furnish us with a copy of your work permit on commencement of employment.</i>
<b>POLICE CLEARANCE</b>
Are you able and willing to provide a police clearance if requested ? YES / NO
Do you have a criminal conviction that may render you inherently appropriate for this position * YES/ NO
<b>*You have the right not to reveal a spent conviction.</b>

<b>HOURS OF AVAILABILITY – if there are specific restrictions of availability on any given day, please indicate.</b>			
DAY	AM	PM	
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
P/Holidays			
<i>Are there any commitments that you have scheduled in the future where you would require leave after commencement of employment</i>			
<i>Please indicate what date you would be able to start if you were offered employment                    /    /</i>			
<i>If you are offered employment, is there a specific period you are available FROM    /    / TO    /    /</i>			

TRANSPORT – Due to the needs of the business operation, staff are required to work weekend, early mornings, late evenings and public holiday shift work. In consideration of being able to meet the commencements times of the position, please answer the following:

Do you have your own transport YES / NO	If not, is their public transport that will allow you to attend work in time to meet shift commencements YES / NO
If you are called in at short notice and you agree to work the required shift, what is the travelling time from your place of residence to work:	If you have a Drivers Licence, please indicate what class of licence/s you hold:

**Privacy Acknowledgement**

*As a condition of submitting this application and should you be employed, you acknowledge that in providing information, it may be disclosed to third parties such as by way of example: Banks, Real Estate Agents that may contact us from time to time to obtain information about your employment. If we are not to provide any information to third parties, please advise us in writing.*

**ABOUT YOUR APPLICATION**

All applicants for employment must possess documentation establishing their eligibility for employment in Australia. Comfort Hotel Perth City is part of the Hotel Franchise Group – Choice Hotels Australasia, incorporating the brands of Comfort, Quality and Clarion. If your application is successful you will be employed by the company ( Perth City Hotel Pty Ltd t/a Comfort Hotel Perth City.) Due to the volume of candidates for various roles, we regret that we only contact short listed candidates for interviews. You may contact us at any time to determine the stage of your application. By signing this application, you declare that each and every answer provided to the hotel on this application form is to the best of your knowledge and belief true and accurate. You understand that should false or misleading information be provided this may result in consideration being given to termination of your employment.

<b>APPLICANTS SIGNATURE</b>	<b>DATE</b> /    /
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