



Date: _____

APPLICATION FOR EMPLOYMENTPO Box 2600
Fortitude Valley 4006Email: recruitment@emporiumhotel.com.au

Preferred Department/s:	<input type="checkbox"/> Front Office <input type="checkbox"/> Housekeeping <input type="checkbox"/> Concierge <input type="checkbox"/> Reservations <input type="checkbox"/> Engineering <input type="checkbox"/> Sales & Marketing <input type="checkbox"/> Conference & Events Operations <input type="checkbox"/> Mini Bar <input type="checkbox"/> Room Service <input type="checkbox"/> Cocktail Bar		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	Are you interested to be multi-hired in other departments:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Availability To Commence:	Expected Salary:		\$
Are you willing to work the following:	<input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Rotating Shifts <input type="checkbox"/> Weekends		
Please attach your resume with information regarding your employment history, education qualifications & reference information to this completed application form.			

Personal Details			
Prefix:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Given Name:	
Surname:		Preferred Name:	
Address:	Suburb:		
Post Code:	Email:		
Telephone:	Mobile:		
Can you produce identification: Passport, Drivers Licence or Birth Certificate?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you over 18 years:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally entitled to work in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NOT an Australian citizen, do you have residency status?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Visa Type:	<input type="checkbox"/> Resident <input type="checkbox"/> Permanent <input type="checkbox"/> Student <input type="checkbox"/> Bridging <input type="checkbox"/> Temporary	Date of Expiry:	
A copy will be required for an Authorisation Check.		Do you Authorise the hotel to check your Visa:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Availability (please indicate/tick)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							
Graveyard							

Employment History

List your present or most recent employer first. If you held significantly different positions with the same employer, list them separately. Please explain any gaps in employment in comments section below.

Dates Employed:	From	To
Employer Name and Address		
Position Held:	Reason for Leaving:	
Summarize the nature of the work performed and job responsibilities:		

<ul style="list-style-type: none">••••••••

Dates Employed:	From	To	
Employer Name and Address			
Position Held:		Reason for Leaving:	
Summarize the nature of the work performed and job responsibilities:			
<ul style="list-style-type: none">•••••			

Dates Employed:	From	To	
Employer Name and Address			
Position Held:		Reason for Leaving:	
Summarize the nature of the work performed and job responsibilities:			
<ul style="list-style-type: none">•••••			

Dates Employed:	From	To	
Employer Name and Address			
Position Held:		Reason for Leaving:	
Summarize the nature of the work performed and job responsibilities:			
<ul style="list-style-type: none">•••••			

Education Details (Secondary Schooling Onwards)				
Name and address of Institute	Duration of Studies		Qualification Obtained	Major Course of Study
	From	To		
High School				
College or University				
Business, Trade or Other School				

Skills	
Computer Software Knowledge	<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Property Management Systems <input type="checkbox"/> Other (please specify)
Others	

Courses Currently Pursuing		
Name of School/University	Expected Date of Completion	Level of Certificate to be Achieved

Possible Requirements	
Do you hold a current Manual Drivers Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a current RSA Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold current Senior First Aid Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Work Related References		
May we contact your present employer for references?		
Note: we always check prior to calling. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Are they aware of your intention? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, who are we to contact:	Position:	Contact Number:

Please provide the names of at least two previous employers who you have advised the Company may contact regarding your previous employment with their company.

Name	Position	Company	Telephone No.	Aware of your intention

Proficiency in Languages			(Please tick High / Mod / Low as applicable)						
Native Language									
Other Languages	Speak			Read			Write		
	High	Moderate	Low	High	Moderate	Low	High	Moderate	Low

Any further information which may assist your application:

Declaration		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Do you have any physical impairment or health problem/s that would prevent you from completing the tasks associated with the position sought? If yes, please give details below.
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted in a court of law in any country?
<input type="checkbox"/>	<input type="checkbox"/>	Have you been dismissed or suspended from the service of any employer?
<input type="checkbox"/>	<input type="checkbox"/>	Are you prepared to work as and where directed and work overtime when required?
<input type="checkbox"/>	<input type="checkbox"/>	Are you prepared to work in under a strict non smoking policy?
<input type="checkbox"/>	<input type="checkbox"/>	Are you prepared to work nights or on a rotating shift when necessary?
<input type="checkbox"/>	<input type="checkbox"/>	Are you prepared to abide by hotel work and safety rules?
<input type="checkbox"/>	<input type="checkbox"/>	I agree that Emporium Hotel may, from time to time, change my rostered days and/or hours of work in line with the terms and conditions of my employment

If yes to any of the above, please give details here:

Emporium Hotel and you Employment Application

Thankyou for applying for a position with Emporium Hotel.

This document explains how Emporium Hotel will handle personal information about you in considering your application for employment. Please note that Emporium Hotel has other policies that apply if your application is successful and you become an Emporium Hotel employee.

We are committed to protecting the privacy of the information that you provide to us.

Mostly, we will collect information from you directly, to help us understand your qualifications, experience and suitability for employment with the Emporium Hotel. If you do not provide us with this information, we will not be able to consider your application for employment.

We may also exchange information with other people and organisations concerning you. This may include previous employers, educational institutions and industry contacts, as well as referees whose names you provide to us. It may also be necessary for us to exchange information concerning you with our related companies, including companies that are located overseas. This means that your information may be transferred overseas to countries that do not have similar privacy laws to Australia.

In the course of assessing applicants for some positions, Emporium Hotel may use a psychological or competency test. They are intended to ensure the most suitable match between employment applicants and the available positions. Emporium Hotel will not use this information for other unrelated purposes.

After we have had the opportunity to review all of the information we obtain concerning the applicants for the employment position you are applying for at the Emporium Hotel, we will determine whether or not to make a formal offer of employment to you. If we make an offer to you, the information you have provided to us will form part of your employee record. If we do not make an offer to you at this stage, we will normally retain your file for a period of 3 months. We may in the future contact you in the event that another position becomes available for which you may wish to apply.

If you want to know more about our privacy practices, or find out what information we have concerning you, please contact the Recruitment Officer at the location at which you are applying.

Please indicate below if you would like us to retain information about you on our systems so that you can be contacted about employment opportunities within the next 3 months.

- Yes, if I am not successful in my application for this position please keep my employment application details in case other employment opportunities come up at the Emporium Hotel or its affiliates within the next 3 months.
- No, if I am not successful in my application for this position please do not consider me for any future positions at the Emporium Hotel.

The information I am providing to the Emporium Hotel is true and accurate. I have read the above statement and accept these conditions for the handling of my personal information in applying for employment with the Emporium Hotel.

DATE:

SIGNATURE OF APPLICANT:

Authorisation

I understand that all information on this application is subject to verification. I agree and understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading, regardless of time of discovery.

I authorise the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to Emporium Hotels Pty Ltd and will hold Emporium Hotels Pty Ltd and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I hereby acknowledge that I have read and agree to the above statements.

DATE:

SIGNATURE OF APPLICANT:

Note: If you do become an employee, this Employment Application document will form part of your employment details. Employment records are exempt under the Privacy Act.