



**AFFIX
PHOTO
HERE
(optional)**

APPLICATION FOR EMPLOYMENT

Human Resources Division
PO Box 2338, SA, 5001
Ph: 08 8238 2323 Fax: 08 8410 2209

POSITION DETAILS

Preferred position sought:

Alternate positions sought:

Preferred Status: Full-time Part Time Casual Temporary

Hours available: (Tick all that are applicable) Full-time Weekends Casual Shift work

Give particulars of days/hours you are able to work:

.....

How much notice must you give? When can you start?

PERSONAL DETAILS

Surname: First Name(s):

Maiden or other name(s) previously used: Preferred title: Mr / Ms (circle which is applicable)

Address: Post Code:

Home phone number: Mobile phone number:

Do you hold a current driver's licence? Yes No Expiry Date:

Type of Licence(s) held:

Do you have relatives or friends currently employed at Hyatt Regency Adelaide? Yes No

Name of contact:

FOR NON AUSTRALIAN CITIZENS

Date of entry into Australia: How long are you intending to stay in Australia?

Type of Visa held: Permanent Working Holiday Student Temporary

Expiry Date: Are you permitted to work in Australia? Yes No

(Please attach a copy of Visa and Passport to this form)

LANGUAGES

LANGUAGE	Understanding			Speaking			Reading			Writing		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor

EDUCATION

	Name of Institution and Location	Start mth/yr	Finish mth/yr	Level Achieved	Qualification Obtained (please attach a copy)
University / College					
Technical training					
TAFE / Business College					
Secondary					
Other					

EMPLOYMENT HISTORY (Most recent first – please complete this section even if you are attaching a resume)

Position: Dates (from/to): / / to / /

Employer: Address:

Duties:

.....Reason for leaving:

Referee (name & position): Phone No.:

Position: Dates (from/to): / / to / /

Employer: Address:

Duties:

.....Reason for leaving:

Referee (name & position): Phone No.:

Position: Dates (from/to): / / to / /

Employer: Address:

Duties:

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Position: Dates (from/to): / / to / /

Employer: Address:

Duties:

.....Reason for leaving:

Referee (name & position): Phone No.:

Position: Dates (from/to): / / to / /

Employer: Address:

Duties:

.....Reason for leaving:

Referee (name & position): Phone No.:

APPLICATION DECLARATION

Please tick each statement to indicate that you have read and understood each point

- I declare that the statements made by me in this application are true and complete and understand that a false or dishonest answer renders me liable for dismissal.
- I will abide by company rules and policies as declared to me or contained in the staff handbook, notice boards or manuals.
- In the event of being requested, I will reveal the contents of my vehicle, bag or other container whilst on company property.
- If I am supplied with a uniform, it will be worn at all times while at the hotel, and I agree to return it in good condition on termination. Loss and damage may result in deduction from my salary.
- I agree to have my salary paid directly into my bank account on a fortnightly or monthly basis.
- I agree to retain the confidentiality of the company documents, systems, manuals and financial reports and I understand not doing so may be grounds for dismissal.
- I acknowledge that all information contained in my application and/or resume submitted to Hyatt Regency Adelaide may be used at the discretion of the hotel.
- I consent to Hyatt Regency Adelaide using any referee details provided to obtain written and/or verbal references at the discretion of the hotel.
- I acknowledge that Hyatt Regency Adelaide will use employee and personal information to the extent required to perform its employment obligation and respective management of its human resources.
- I acknowledge access to employee personal information will be restricted to those needing access for the performance of their duties.
- I acknowledge that for the benefit of the applicant, information may be shared within Hyatt International.
- I acknowledge Hyatt Regency Adelaide will take all responsible steps to ensure the depersonalisation and/or disposal of employee and application information.

Signed:

Date:

CHECKLIST

Before submitting this application to Human Resources please ensure you have filled out all sections of the application form and attached the documents listed below:

- Resume
- Copy of current drivers licence
- Copy of any other relevant licences
- Copies of any Qualifications held
- Copies of any Visas and passport (for non Australian citizens)

Thank you for your interest in working with our successful team at Hyatt Regency Adelaide.
Hyatt Regency Adelaide is an Equal Employment Opportunity Employer. All applications are considered confidential.