

APPLICATION FOR EMPLOYMENT

Horse Riding Centre Manager

Name: _____

Address: _____

Home: _____ Work _____

Mobile _____ Other _____

Email: _____

D.O.B: _____

Have you been horse riding at Glenworth Valley before? YES / NO

Please indicate the total number of times you have ridden a horse in your life?

 0 – 50 50 – 100 100 – 1000 1000+

How many times have you ridden in the last 12 months? _____

Do you smoke? YES / NO

Have you smoked at all in the last 6 months? YES / NO

Do you have your own transport? YES / NO

Please provide a brief outline of your experience with horses?

How competent are you with riding motor bikes, if at all?

Please provide a brief outline of your experience, if any, with Abseiling, Kayaking or Quad Biking?

Please provide a brief outline of your customer service experience.

Please list all qualifications and licenses that you have (such as educational and First Aid)?

Please provide details of all workers compensation claims made (or pending) by you or on your behalf. Please be advised that extensive employment background checks are carried out during the final stages of the recruitment process for all short listed candidates, so please answer accurately.

Do you have any injuries or disabilities that may affect your ability to carry out the duties stated in the job description?

YES / NO

If yes, please describe

Please outline any disputes or grievances you have had with any previous employers.

Employment at GVHR is offered to employees on a six (6) month trial basis which may be extended for further periods. Are you prepared to undertake a trial period of employment?

YES / NO

Employees of GVHR are required to have their First Aid Certificate as a condition of employment. Do you have your First Aid Certificate?

YES / NO

Are you prepared to obtain your First Aid Certificate?

YES / NO

Employees of GVHR are required by law to have a Working With Children (WWC) clearance.

Are you prepared to obtain WWC clearance?

YES / NO

All applicants are required to include a copy of their proof of identify such as a drivers license etc.

Have you attached a copy of your photo ID to this application?

YES / NO

Please provide details of the last three positions you have held.

Position 1 (Most Recent)

Company: _____

Position Held: _____

Employment dates: From: _____ To: _____

Name of supervisor _____

Contact phone no. _____

Description of duties _____

Reason for leaving _____

Position 2

Company: _____

Position Held: _____

Employment dates: From: _____ To: _____

Name of supervisor _____

Contact phone no. _____

Description of duties _____

Reason for leaving _____

Position 3

Company: _____

Position Held: _____

Employment dates: From: _____ To: _____

Name of supervisor _____

Contact phone no. _____

Description of duties _____

Reason for leaving _____

Glenworth Valley is committed to maintaining a team of highly regarded, long term employees. To facilitate this, we place a heavy emphasis on recruiting applicants who not only satisfy the list of key result areas outlined in the position description but who also are the best cultural and personality fit for our team and organisation. The recruitment process normally results in 2 – 3 applicants being short listed. These short listed applicants will be offered the opportunity to demonstrate their competency and so we can get to know each applicant better via a trial day where they will experience a typical day of work (in a voluntary capacity) followed by a formal interview at the conclusion of the day. Likewise a trial day provides applicants with an opportunity to gain a hands on insight into the role and the people you will be working with. If you are appointed to the role we will pay you for your trial day however if you are unsuccessful your trial day will be regarded as a volunteer day.

Are you prepared to demonstrate your competency via trial day? YES / NO

Please provide an honest and accurate self assessment of your competency in the following areas. Please don't be deterred if you have no or very little competency in a number of areas, this is normal. We are just trying to get an understanding of your skills and abilities. If required, on the job training can be provided to assist suitable candidates. With 1 being the lowest and 10 being the highest, please circle the number that reflects how much experience and how competent you are with the following:

Leading a guided trail ride with customers	1	2	3	4	5	6	7	8	9	10
Training staff	1	2	3	4	5	6	7	8	9	10
Managing a team of employees	1	2	3	4	5	6	7	8	9	10
Completing risk assessments	1	2	3	4	5	6	7	8	9	10
Writing up training manuals and operating procedures	1	2	3	4	5	6	7	8	9	10
Assessing horse temperaments	1	2	3	4	5	6	7	8	9	10
Providing outstanding customer service	1	2	3	4	5	6	7	8	9	10

What aspects of our Horse Riding Centre Manager position appeals to you and why?

What makes a guided horse riding tour exceptional?

What do you believe are some of the main challenges faced by a Horse Riding Centre Manager and how would you overcome these?

What outstanding skills do you have that would make you the best candidate for this position?

Please provide as much detail as possible about your goals and ambitions for the next three years?

Comments: Is there anything else that you would like to add? Please feel free to include your resume.

Signature: _____

Date: _____