

Glenworth Valley Horse Riding P/L ABN: 95 002 589 362 T/A Glenworth Valley Outdoor Adventures
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**OUTDOOR ADVENTURE EXPERIENCES | CAMPING & ACCOMMODATION | AGISTMENT | EVENTS**

69 Cooks Rd, Glenworth Valley NSW 2250 **p**: 02 4375 1222 **e**: adventures@glenworth.com.au [www.glenworth.com.au](http://www.glenworth.com.au)

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APPLICATION FOR EMPLOYMENT

**Kiosk / Café Supervisor**

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| **Name:** |  |
| **Address:** |  |
| **Mobile:** |  | Home: |  |
| **Email:** |  | D.O.B: |  |

**Please indicate which option below suits you best ie how many hours you would prefer to work each week? (tick more than one box if appropriate)**

|  |  |
| --- | --- |
| ❑ Permanent, part time - 3 days (24 hours) per week Fri, Sat, Sun + Public holidays  | ❑ Permanent, full time position averaging 40 hours per week, with 4 days per week (approximately 32 hours per week) being Thurs, Fri, Sat and Sun + additional public holidays. With additional hours available in other areas of the business, at your discretion |

If you are interested in working additional hours to achieve an average of 40 hours per week, please indicate the other areas of the business you are potentially interested in working additional hours in? (Please tick more than one box if applicable)

[ ]  Kiosk / café work midweek during school holidays

[ ]  Table waiting in the Valley Events Centre (primarily weddings and corporate groups) midweek or weekends (primarily evenings)

[ ]  Bar work in the Valley Events Centre (primarily weddings and corporate groups) – midweek or weekends (primarily evenings)

[ ]  Kitchen work doing food prep/cooking/kitchen hand work in the Valley Events Centre kitchen – midweek or weekends

[ ]  Adventure consultant / admin work (phone and web booking enquiries) – midweek

[ ]  Cleaner work in our deluxe eco cabins – midweek

[ ]  Farm labouring work in the farm maintenance department – mid week

[ ]  Adventure activities guide (i.e. kayaking, quad biking, laser skirmish, abseiling etc) – midweek

Have you been to Glenworth Valley before? Yes [ ]  No [ ]

Do you smoke? Yes [ ]  No [ ]

Have you smoked in the last 6 months? Yes [ ]  No [ ]

For general background purposes, please indicate the total number of times you have participated in the following activities in your life, if any?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Abseiling |  | Horse Riding |  | Kayaking |  | Quad Biking |  |

**Please provide a brief outline of your experience working in kiosk/cafes, commercial kitchens or the hospitality industry more generally?**

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**Please list all qualifications and training that you have undertaken (such as education and food handling)?**

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**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 a suitable candidate. Out of 10, with 1 being the lowest and 10 being the highest, how competent and experienced are you with the following:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Cooking basic kiosk / café menu items |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Rostering and overseeing a team of employees |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Providing high quality customer service |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Barista |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Safe food handling procedures  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Serving customers  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Cost effective stock management and ordering |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Working to food cost margins |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Operating POS systems |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Creating and developing kiosk / café menus |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**The Glenworth Valley recruitment process normally results in 2 – 3 applicants being short listed. These short listed applicants will be offered the opportunity to demonstrate their competency via a trial day where you 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 volunteer day.**

**Are you prepared to demonstrate your competency via a trial day?................................** Yes [ ]  No [ ]

**Employment at GVOA is offered to employees on a six (6) month trial basis which may be extended
for a further period if required. Are you prepared to undertake a trial period of employment?** Yes [ ]  No [ ]

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

**Are you prepared to obtain your own WWC clearance?** Yes [ ]  No [ ]

**If you already have WWC clearance, please state the number and expiry**

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**All applicants are required to include a copy of their proof of identity such as drivers licence etc.**

**Have you attached a copy of your photo ID to this application?** Yes [ ]  No [ ]

**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**

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

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**Please outline any disputes or grievances you have pursued against any previous employers?**

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**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 number** |  |
| **Description of duties** |  |
| **Reason for leaving** |  |

**Position 2**

|  |  |
| --- | --- |
| **Company** |  |
| **Position held** |  |
| **Employment dates** | **From** |  | **To** |  |
| **Name of supervisor** |  |
| **Contact phone number** |  |
| **Description of duties** |  |
| **Reason for leaving** |  |

**Position 3**

|  |  |
| --- | --- |
| **Company** |  |
| **Position held** |  |
| **Employment dates** | **From** |  | **To** |  |
| **Name of supervisor** |  |
| **Contact phone number** |  |
| **Description of duties** |  |
| **Reason for leaving** |  |

**What aspects of our Kiosk / Café Supervisor position appeal to you the most and why?**

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**What do you believe are some of the main challenges faced by this position and how would you overcome these?**

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**What do you regard as your best skills and past experiences that make you the best candidate for this position?**

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

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**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_