

Glenworth Valley Services P/L ABN: 42 658 080 810 T/A Glenworth Valley Wilderness Adventures
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

APPLICATION FOR EMPLOYMENT

**HORSE RIDING CENTRE MANAGER**

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

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

How many times have you ridden a horse in the last 12 months?........................................................

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 |  | Camping |  |

Do you smoke? Yes [ ]  No [ ]

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

Do you have your own form of transport? Yes [ ]  No [ ]

To carry out the roles and responsibilities for this position, horse riding adventure guides need to possess a good level of physical fitness. As an example, are you able to mount a tall horse (16hh) from the ground unassisted? Yes [ ]  No [ ]

**Please provide a brief outline of your horse riding and any horse work experience?**

|  |
| --- |
|  |

**Please provide a brief outline of your customer service experience.**

|  |
| --- |
|  |

**Out of 10, with 1 being least and 10 being most, how competent and experienced are you with:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Providing outstanding customer service |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Leading a guided trail ride with customers |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Training staff |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Inducting staff  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| General all-round horse-riding ability |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Horse handling e.g. worming horses |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Horse Breeding  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Horse acquisition and sales  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Treating and medicating horses |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Handling young or unhandled horses  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Managing and leading a team of employees |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Completing risk assessments |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Writing up training manuals and operating procedures |[x] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Riding Motorbikes  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| General farm work such as fencing etc |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Assessing horse temperaments |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Please list all qualifications and training that you have undertaken (such as Educational, First Aid etc)?**

|  |
| --- |
|  |

**Short listed candidates are required to demonstrate their suitability via a volunteer trial day. If you are successful you will be paid for this day. Are you prepared to undertake a volunteer trial day if you are short listed?**  Yes [ ]  No [ ]

**Employment at GVWA 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 [ ]

**All GVWA’s employees are required to have a First Aid Certificate.**

**If you don’t already have one or its not current, are you prepared to obtain your own First Aid Certificate?**............... Yes [ ]  No [ ]

**Employees of GVWA 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**

|  |
| --- |
| *Enter WWC and expiry here* |

**Do you currently hold any horse riding or guiding qualifications such as an AHRC level 3 Trail Riding Certificate or similar?** Yes [ ]  No [ ]

**If no, are you willing to obtain this in the first 6 months of commencing (at your own expense)?** Yes [ ]  No [ ]

**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**

|  |
| --- |
|  |

**Please provide details of any workers compensation claims made 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.**

|  |
| --- |
|  |

**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 Horse Riding Centre Manager position appeals to you and why?**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**Please indicate which of the folowing specialist areas may suit your skill set Or be of interest to you?**

[ ]  Team recruitment and Training

[ ]  Volunteer management

[ ]  HRC Department Administration

[ ]  Incident response and prevention

[ ]  Quality Control and Compliance; SOPs and Risk Assessments

[ ]  Horse Management, Breeding, Training, Acquisitions, Sales, First aid etc.

**Please justify below:**

|  |
| --- |
|  |

**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 or that you are curious about in relation to the role? Please include your resume.**

|  |
| --- |
|  |

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

**Date:**