

Utopia Café Kingaroy – Employment Application Form

Personal Details:

First Name:

Surname:

Preferred Name:

Address:

Home phone:

Mobile phone:

Email:

Professional Qualifications: (please include, qualification title, institution and year completed)

Study History:

Are you currently undertaking study/training? (*circle one*) Yes / No

Course Title: _____

Study Workload: Full-time / Part-time

Location: _____

PREVIOUS EMPLOYMENT (MOST RECENT FIRST PLEASE)

Employer	Dates From / To	Position Description	Reason for Leaving

REFERENCES

Do you agree to have referees contacted in relation to this application? (*circle one*) Yes / No
 (Reference checks will be conducted legally in an ethical manner and all information received will remain confidential.)

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact number	Position held/working relationship (eg. supervisor)	<i>(Office use only)</i> Check/Initial/Date

What type of work are you available for? Full-time / Part-time / Casual

When will you be available to start work?

Please provide any other information that you identify as being pertinent to this application?

(for example, medical conditions, disabilities, capacity to work)

DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation.

I understand that this application does not constitute an offer of employment.

Signed:

Date:

What's Next?

Please forward this application as well as your Resume and a Cover Letter to josh@utopiakingaroy.com.au.

YOUR COVER LETTER MUST INCLUDE:

1. A basic introduction to who you are.
2. 3 detailed reasons why you think you would make a good addition to the team at Utopia Café Kingaroy.
3. Describe a time from your working history that you had overcome that can attest to your character as an employee. This may come from a volunteer position as well as payed employment.
4. Describe a time from your working history when you were required to work as part of a team and were able to increase your ability to work within that team to better understand the task that you were required to complete. This could be from either volunteer work or payed employment.
5. Describe a time from your working history when you have had to resolve a conflicting situation with another person you were engaged with. This could be someone you worked with, someone you were working for or someone you provided a service to under the employment of someone else. The purpose of this question is to assess your capacity to resolve conflict between you and another person.

**PLEASE ENSURE THAT YOU SEND THROUGH THESE COMPLETED ITEMS:
APPLICATION FORM, RESUME & COVER LETTER.**