



Couran Cove Island Resort

HR DEPARTMENT

Couran Cove Island Resort
PO Box 224
Runaway Bay, Queensland 4216
Email : careers@couran.com
Web : www.couran.com

Recent
Photograph
(For
Identification
purposes
only)

OPTIONAL

Applications will be held on file for a minimum of 3 months and may be accessed during the recruitment process by relevant managers and Human Resources representatives. We thank you for your application, you will only be contacted if you are successful in gaining an interview.

Preferred Position: _____ 2nd Choice: _____
Type of Position Desired: Full Time Part Time Casual
Availability To Commence: _____ Expected Salary: \$
Are you willing to work the following: Days Nights Rotating Shifts Weekends
Do you hold a current manual drivers license : Yes No License No. :

PERSONAL DETAILS

Name: Mr Ms
TITLE
GIVEN NAME SURNAME MAIDEN NAME (For reference checking only)

Address: _____
Suburb: _____ Postcode: _____ Email: _____
Telephone: _____ Business: _____ Mobile: _____
Can you produce identification: Passport or birth certificate? Yes No
Date of Birth: _____ (Voluntary) Are you legally entitled to work in Australia? Yes No
If NOT an Australian citizen, do you have residency status? Yes No
Visa Type: Resident Permanent Student Bridging Temporary Date of Expiry: _____

EDUCATION DETAILS (Secondary schooling onwards)

Name and address of Institute	Duration of Studies		Qualification Obtained	Major Course of Study
	From	To		
High School				Highest Grade completed
College or University				
Business, Trade or other School				

LANGUAGES Do you speak any languages other than English? If yes, please give details.

Language	Speak		Write		Understand	
	Good	Fair	Good	Fair	Good	Fair

PLEASE COMPLETE YOUR APPLICATION FORM IN **FULL** REGARDLESS OF WHETHER YOU ATTACH A RESUME

Circle the number of any of the employers whom you do not wish us to contact at this time.

List most recent job first

EMPLOYMENT HISTORY (Current or Last Employer First)						
Company Name Street Address Type of Business		Position Title Nature of Duties Give Title, Responsibility	Employed Month & Year From To		Salary (hourly rate)	Reason For Leaving
1					Start: Finish:	
Telephone #:	Direct Supervisor		FULL – TIME <input type="checkbox"/> PART – TIME <input type="checkbox"/> CASUAL <input type="checkbox"/>			
2					Start: Finish:	
Telephone #:	Direct Supervisor		FULL – TIME <input type="checkbox"/> PART – TIME <input type="checkbox"/> CASUAL <input type="checkbox"/>			
3					Start: Finish:	
Telephone #:	Direct Supervisor		FULL – TIME <input type="checkbox"/> PART – TIME <input type="checkbox"/> CASUAL <input type="checkbox"/>			
4					Start: Finish:	
Telephone #:	Direct Supervisor		FULL – TIME <input type="checkbox"/> PART – TIME <input type="checkbox"/> CASUAL <input type="checkbox"/>			

OTHER TIME Account for your time during any interval of unemployment other than when you were attending school. (You may decline to list any illness or leaves of absences relating to disability.)	
Date (Month and Year)	Explanation
From To	
From To	

Please note: If you are successful in obtaining a position in a licensed department (e.g. Security, Customer Services,) you will be required to apply for the licence. This will be organised by the Human Resource Department at the time you are offered a position. All licensed positions are subject to the granting of a licence. The licence application will include a fee payable by yourself and may be refunded after a specified period of continuous service.

Declaration: I authorise Couran Cove Island Resort to secure any information regarding myself and hereby release any person, company or institution of all liability for any damage whatsoever issuing from such information. I further declare that the statements made by me in this application are true, complete and correct. I understand that a false statement, serious omission or dishonest answer to any question may be grounds for my immediate discharge from employment with Couran Cove Island Resort.

I understand that Couran Cove Island Resort has the right to arrange a health assessment prior to employment.

Applicant Signature: _____ Date: _____

COURAN COVE ISLAND RESORT IS AN EQUAL OPPORTUNITY EMPLOYER.

FOR HUMAN RESOURCES USE ONLY

Recommendation	Position Title: _____ Department: _____ Position Status: F/T: <input type="checkbox"/> P/T: <input type="checkbox"/> Casual: <input type="checkbox"/> Temp: <input type="checkbox"/> Wage/Salary: _____ To Start On: _____ Grade: _____ Increment Date: _____ Probation Date: _____ Payroll Classification Code: _____
Job Offer	Verbal Offer: _____ Accepted <input type="checkbox"/> Yes <input type="checkbox"/> No Induction Date: _____ Requisition Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Orientation Date: _____ Licence Interview Date: _____ Licence Refund: _____
Additional Information	_____ _____ _____ _____