



Rural City of **Wangaratta**

**OFFICE USE ONLY**

Date Received:

Extension Requested ☐

Extended to (date):

## EMPLOYMENT APPLICATION

Full name:

\_\_\_\_\_  
*First Last*

D.O.B

\_\_\_\_\_

Address:

\_\_\_\_\_  
*Street address*

Phone:

\_\_\_\_\_

\_\_\_\_\_  
*City State Post Code*

Email:

\_\_\_\_\_

Position applied for:  
(please circle)

LIFEGUARD / SWIM TEACHER / DUTY MANAGER / CAFÉ ATTENDANT / CUSTOMER EXPERIENCE OFFICER /  
PERSONAL TRAINER / GYM INSTRUCTOR / GROUP FITNESS

Preferred Employment Type:

Part Time ☐ Casual ☐ Traineeship ☐ Work Experience ☐ Any ☐

Availability:

☐ Before/After School hours ☐ Weekends ☐ Any  
☐ During School Hours ☐ School Holidays

Are you an Australian Citizen?

Yes ☐ No ☐

If no, are you authorized to work in Australia?

Yes ☐ No ☐

Do you have a current Employee Working  
with Children's Check?

Yes ☐ No ☐

Card Number:

Expiry:

Do you hold any relevant  
Qualifications/Licence's?

Yes ☐ No ☐

If yes, please  
provide further  
details

Do you have any pre-existing medical  
conditions that may restrict your ability to  
perform the duties of the role?

Yes ☐ No ☐

If yes, please  
provide further  
details

Have you ever been found guilty of a criminal  
offence, or placed on an alternate  
corrections order, or are currently under  
investigation or facing charges for a criminal  
offence?

Yes ☐ No ☐

If yes, explain?

Do you have any relatives working at the  
Sports & Aquatic Centre?

Yes ☐ No ☐

If yes, who?

## Previous Employment

Company:	_____	Phone:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		

## References

Please provide at least 1 referee who can provide verbal references (referees must not be related to applicant). Please ensure referees are aware they may be contacted for a reference.

### Referee #1

Name:	_____	Phone:	_____
Relationship:	_____	Employer:	_____
Position:	_____		

### Referee #2

Name:	_____	Phone:	_____
Relationship:	_____	Employer:	_____
Position:	_____		

## Disclaimer and signature

If my application progresses, I agree to undertake training to attain and maintain required qualifications/licences and complete a police check (charges covered by Rural City of Wangaratta).

I acknowledge that this application will be kept on file for up to 6 months. Please note: Only applicants progressing to the interview stage, or those for whom additional information is required, will be contacted after application is received.

I certify that my answers are true and complete to the best of my knowledge.

Signature:	_____	Date:	_____
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## EMPLOYMENT APPLICATION NEXT STEPS

Date of application \_\_\_\_\_

Thank you for your interest in joining our team at Wangaratta Sports & Aquatic Centre!  
We are currently operating an open recruitment process for individuals interested in applying for positions as they become available. We encourage applications from those who would like to be considered for upcoming opportunities.

### When will I be contacted?

You will only be contacted if further information is required or if you have been shortlisted for an interview.

### What happens next if I receive an interview?

You will be called to attend an interview at the centre. If you progress to the next stage of the recruitment process, we will contact your listed referee's, so please ensure we have updated contact details and referee's are aware they may be contacted.

### What if I'm successful in the recruitment process?

You will be required to complete a Police Check (our processing platform is 'Fit2Work' so please keep an eye out in your email for an invitation to complete this). Please complete this as soon as possible as it can take some time to complete and process, a cleared check is required to commence. You will also be issued 'onboarding' from our HR system, 'Aurion'. Here you will need to enter/upload details such as:

- Tax File Number (TFN)
- Bank Details (ABN, Account Number & Account Name)
- Superannuation
- Identification (Birth Certificate/Licence & Working with Children's Check)
- Any applicable Licence's/Qualifications for your successful position
- Contract/Position Description & Personal details form (sign and complete all pages as required)

### Important Information:

**Resumes Validity:** All submitted applications/resumes will be kept on file for a period of **6 months**

**Expansion Request:** If you wish to extend your application beyond 6 months, please contact the centre **one month prior** to your application expiry date to request a further 6 month extension. **Only 1 extension can be made**, we will then require an updated application form and resume.

**Compliance:** Should you be successful in obtaining a position with Wangaratta Sports & Aquatic Centre, you will be required to undertake ongoing training to attain and maintain required qualifications and licence's.