



McLachlan

Tailor Made Tours

EMPLOYMENT APPLICATION

How to complete this form:

Please complete this form on your computer, resave, attach to your application email.

PERSONAL INFORMATION		
Date of Application:		
Position applied for:	Group and Tailor Made Tour Consultant	
Surname:		
Title (Mr, Mrs, Miss, Ms, Other):		
Forenames:		
Address:		
Telephone Number Home:		
Telephone Number Daytime:		
Do you have a current driver's licence?		
Email address:		
Date available for work:		
Are you an Australian Citizen or Permanent Resident?*		
*If No, please specify your VISA type		
EDUCATION		
Tertiary:		
Dates from/to:	Name/Address of University/College:	Qualifications obtained:
1.		
2.		

Secondary:

Dates from/to:

1.

2.

3.

Other qualifications, specialist training or development courses

EMPLOYMENT HISTORY**Present Employer**

Company Name and Address:

Job Title:

Present Salary:

Period of employment:

Period of notice required:

Details of duties:

Reason for leaving:

Previous Employer 1

Company Name and Address:

Job Title:

Period of employment:

Details of duties:

Reason for leaving:

Previous Employer 2

Company Name and Address:

Job Title:

Period of employment:

Details of duties:

Reason for leaving:

Previous Employer 3

Company Name and Address:

Job Title:

Period of employment:

Details of duties:

Reason for leaving:

Previous Employer 4

Company Name and Address:

Job Title:

Period of employment:

Details of duties:

Reason for leaving:

Have you ever had any disciplinary action taken against you while employed? If so please give details:

Have you ever been convicted of a criminal offence? If yes please provide details:

REFERENCES

Please give the names, contact details and relationship of two referees. These referees must be your last two employers.

1

Name:

Address:

Phone/Email:

Relationship:

May we contact this referee immediately?

2

Name:

Address:

Phone/Email:	
Relationship:	
May we contact this referee immediately?	

TRAVEL EXPERIENCE

Please list below any journeys undertaken, indicating your reasons for travelling and how you travelled (e.g.: independently or organised, primary means of transport etc). Please continue on a separate sheet if necessary.

Dates (from/to):	Places visited:	Comments:

PERSONAL STATEMENT

In your own words (no more than 200) please summarise the skills, personal qualities and experience you have that would be most relevant to this position.

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GENERAL

What are your main interests, sports and hobbies?	
What organisations or societies do you belong to?	
Do you have any part time jobs? If so please give details:	

Future training? (give details of courses you intend to pursue):	
Where did you here about this position?	

DECLARATION

I certify that to the best of my knowledge the information provided is correct. I understand that the position, if offered, will be on the condition that the information on this form is correct.

Signature:

Date:

Note: You will be asked to sign and date this application should you be selected to attend an interview.

PRIVACY

The information requested on this application for employment is necessary to ensure a fair and thorough evaluation of all applicants with McLachlan Tours. Personal information contained within this form shall be available only to employees and managers of the company with direct involvement in the recruitment process. You may update or access your application information at any time by contacting the Lisa Pagotto. Your application form will be kept securely and after 3 months all documentation from unsuccessful applicants will be destroyed. Successful applicant details become employment-related information and will be placed on the successful applicant's personal file.

McLachlan Tours
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