

EMPLOYMENT APPLICATION FORM



Date of Application	
Position Applying For	

ADMINISTRATION & FINANCE	OPERATIONS FOOD & BEVERAGE	OPERATIONS EVENTS & FACILITIES	SALES & MARKETING
<input type="checkbox"/> Management	<input type="checkbox"/> Management	<input type="checkbox"/> Management	<input type="checkbox"/> Management
<input type="checkbox"/> Accountant	<input type="checkbox"/> Chef	<input type="checkbox"/> Event Coordinator	<input type="checkbox"/> Sales Executive
<input type="checkbox"/> Payroll	<input type="checkbox"/> Steward	<input type="checkbox"/> Audio Visual	<input type="checkbox"/> Research Assistant
<input type="checkbox"/> Secretary	<input type="checkbox"/> Food & Bev. Attendant	<input type="checkbox"/> Usher	
<input type="checkbox"/> Reception	<input type="checkbox"/> Catering Assistant	<input type="checkbox"/> Tradesperson	
<input type="checkbox"/> IT Executive		<input type="checkbox"/> Cleaning	

AVAILABILITY

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Type of work sought? (please circle)	Full Time	Part Time	Casual	Contract
When can you commence work? (date)				
How will you travel to work?				

PERSONAL DETAILS

Title (please circle)	Mr	Mrs	Miss	Ms	Other:
Name					
Address					
Suburb				Postcode	
Contact Numbers	Home		Mobile		
Residency Status	Are you an Australian Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Are you of Aboriginal or Torres Strait Islander decent? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Driver's Licence	Licence Number		Class		
Visa Status (if applicable)	Work Visa <input type="checkbox"/>		Student Visa <input type="checkbox"/>		Other <input type="checkbox"/>
	Please attach copy of visa details				
Salary Package (if applicable)	Present Salary Package			Salary Package Sought	
	Base:	Car:	Base:	Car:	
	Super:	Other:	Super:	Other:	

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EDUCATION & QUALIFICATIONS

Name of Institution	Course Name	Year	Qualification Achieved

EMPLOYMENT HISTORY

Please provide details of your most recent positions:

Position Held			
Employer			
Dates of Employment	From		To
Job Responsibilities			
Reason for Leaving			
Position Held			
Employer			
Dates of Employment	From		To
Job Responsibilities			
Reason for Leaving			
Position Held			
Employer			
Dates of Employment	From		To
Job Responsibilities			
Reason for Leaving			

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PROFESSIONAL REFEREES

Name	Position	Company	Contact Number
1.			
2.			
3.			

SKILLS & ABILITIES

List any additional skills, experience and/or qualifications you feel would contribute to you being successful in any position applied for.

HEALTH RECORD

Do you have any medical or health issues that may affect your safety or performance at Darwin Convention and Exhibition Centre? If so, please provide a brief description of the issue and how it can be appropriately managed.

TERMS & CONDITIONS

1. Darwin Convention Centre reserves the right to request an applicant to provide Darwin Convention Centre with a National Police Clearance at the applicant's expense.
2. I understand and agree to Darwin Convention Centre contacting previous employers to confirm all employment and workers compensation details.
3. I understand and agree to having my bag and or locker spot checked for security reasons, on request by security or management.
4. I will keep all information relating to Darwin Convention Centre confidential, including but not limited to documentation, financial records, and security systems. I further understand that any breaches of the above may be grounds for dismissal.

APPLICANT'S DECLARATION

The information given by me in this employment application form, is true and correct and I understand that any offer of employment is based on the accuracy of the information I have provided, and that any material, misinterpretations or omissions by me maybe a cause for instant dismissal.

Applicant's Signature _____ Date _____

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DARWIN CONVENTION CENTRE

Darwin Convention Centre is a project of Darwin Cove Consortium and the Northern Territory Government and is proudly operated by AEG Ogden.

AEG Ogden provides professional venue management services for stadiums, arenas, convention and exhibition centres and performing arts theatres throughout the Asia Pacific. AEG Ogden currently operates Darwin Convention Centre, Cairns Convention Centre, Brisbane Convention and Exhibition Centre, Suncorp Stadium, Kuala Lumpur Convention Centre, Qatar Convention Centre, Brisbane Entertainment Centre, Newcastle Entertainment Centre and Showgrounds plus Performing Arts Theatres in Perth including the Perth Concert Hall, His Majesty's Theatre, Playhouse Theatre and Subiaco Theatre Centre.

Opening mid 2008, the world class, multi purpose Darwin Convention Centre with its spectacular waterfront location is only minutes walk to the central business district or a wide choice of city centre hotels and only ten minutes drive to Darwin International Airport.

The Centre will feature highly flexible and adaptive spaces to cater for all your requirements including a Plenary Hall seating 1,500 delegates, an Exhibition Hall area of 4,000 square metres and a further seven break out rooms.

The Darwin Convention Centre is located within the vibrant Darwin Cove precinct which includes the development of a hotel, residential apartments, retail and restaurants, a locked marina, wave pool, promenade and beach.

RETURN COMPLETED APPLICATION FORM TO:

Postal Address: Darwin Convention Centre
GPO Box 735
DARWIN NT 0801

Office Address: TIO Building
Level 11, 24 Mitchell Street
DARWIN NT 0800

Telephone: +61 8 8923 9000

Facsimile: +61 8 8923 9199

Email: admin@darwinconvention.com.au

Website: www.darwinconvention.com.au