



THE CARRINGTON INN  
TOM WILLS – Wintergarden  
*Myees* – ELM PARK  
ROSE COTTAGE

## Staff and Cast Application

**Thank You** for taking the time to apply to join the Carrington Inn hospitality team. We look forward hearing from you soon!

We'll strive to process your application within 72 hours and get back to you with its status. In order to do that efficiently, we prefer for you to complete the application online, and transmit it according to the instructions at the end of the application. If you do not have online access to complete the form, you may complete and return a paper hardcopy version to us.

Complete as much of the application as you can. The better we are able to know your abilities, experience, and talents, the more satisfying and rewarding a fit we will be able to make for you, our guests, and co-workers.

When we have open positions, successful applicants will be those who demonstrate experience in providing exceptional guest service, are naturally personable, possess a strong work-ethic, are team spirited, and committed to giving our guests an exceptional sense of joy and satisfaction through their engagements with us.

For intern or training positions, where an applicant has not yet built up career work experience, successful applicants will be those whose school experience demonstrates above average achievement, strong attendance ethic, positive work-experience references, and a genuine commitment to work diligently to improve their skills to serve our guests, be alert and punctual, and contribute to the effectiveness of the team.

### Roles or Positions You Are Applying For

**What position(s) are you applying for?** Enter one or more job roles you want to be considered for, in order of your qualifications and interest.

<b>Position</b>	1 <sup>st</sup> _____	2 <sup>nd</sup> _____
<b>Preferences:</b>	3 <sup>rd</sup> _____	4 <sup>th</sup> _____

**Start Date:** \_\_\_\_\_ **Can you work shift work?** (tick one) YES ☐ NO ☐

**If there is no position available now, would you like to be considered in the future?** (tick one) YES ☐ NO ☐

### Your Contact Information

**Enter your current contact details.**

<b>Full Name:</b> surname _____	first _____	mid _____	<b>date of birth</b> _____
<b>Address:</b> number _____	street _____	unit _____	<b>gender</b> _____
town/city _____	state _____	post _____	<b>height</b> _____ cm
<b>Phone:</b> mobile _____	home _____	country _____	<b>weight</b> _____ kg
<b>Email:</b> address _____	website _____		<b>waist</b> _____ cm
<b>Citizenship:</b> _____	<b>Type of Visa Held:</b> (if applicable) _____		

### Casting & Uniform Match Info Optional

**Have you been convicted of any criminal offences?** (tick one) YES ☐ NO ☐ If yes, please explain. \_\_\_\_\_

### Getting to Know You

**Getting to know you.** If you would like us to know you better than an application might convey, let us know how to follow you on social media.

**Social ID:** Facebook \_\_\_\_\_ twitter \_\_\_\_\_

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The Carrington Inn Pty Ltd – 21 Malbon Street – Bungendore, NSW 2621 – Phone 02 6238 1044 – email enquiries@thecarringtoninn.com.au

## Previous Employment – Start with Most Current Employment

In order to assess your application, we need to know about your prior service with other companies/businesses, and how well that worked for you, that company, and co-workers or customers/clients. We will accept 4 years of employment history, but prefer 6 years.

If your CV/résumé explains your responsibilities and reasons for leaving, just tick the box on that line below, otherwise please let us know.

If you require more space for your employment history, you will find additional pages at the end of the form. Please enter the most current employer first. If you are an intern or trainee without 4 years of employment history, please complete the **Intern/Trainee Supplement**.

<b>Company Name:</b> _____	<b>Your Supervisor Name:</b> _____
<b>Your Job Title:</b> _____	
<b>Dates Employed:</b> Started _____ Ended _____	<b>Ending Salary/Wage:</b> _____ per _____ hr/wk/mo/yr
<b>Company</b> number _____ street _____	
<b>Address:</b> town/city _____ state _____ post ____ phone: _____	
<b>Your Responsibilities:</b> _____	Tick if in CV/Resume <input type="checkbox"/>
_____	
<b>Reason for leaving:</b> _____	Tick if in CV/Resume <input type="checkbox"/>
_____	
<b>Your Attendance:</b> On average, how many <b>Days per Month</b> were you <b>absent</b> from work? _____	
<b>May we contact this employer for a reference and verification?</b> (tick one) YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>Company Name:</b> _____	<b>Your Supervisor Name:</b> _____
<b>Your Job Title:</b> _____	
<b>Dates Employed:</b> Started _____ Ended _____	<b>Ending Salary/Wage:</b> _____ per _____ hr/wk/mo/yr
<b>Company</b> number _____ street _____	
<b>Address:</b> town/city _____ state _____ post ____ phone: _____	
<b>Your Responsibilities:</b> _____	Tick if in CV/Resume <input type="checkbox"/>
_____	
<b>Reason for leaving:</b> _____	Tick if in CV/Resume <input type="checkbox"/>
_____	
<b>Your Attendance:</b> On average, how many <b>Days per Month</b> were you <b>absent</b> from work? _____	
<b>May we contact this employer for a reference and verification?</b> (tick one) YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>Company Name:</b> _____	<b>Your Supervisor Name:</b> _____
<b>Your Job Title:</b> _____	
<b>Dates Employed:</b> Started _____ Ended _____	<b>Ending Salary/Wage:</b> _____ per _____ hr/wk/mo/yr
<b>Company</b> number _____ street _____	
<b>Address:</b> town/city _____ state _____ post ____ phone: _____	
<b>Your Responsibilities:</b> _____	Tick if in CV/Resume <input type="checkbox"/>
_____	
<b>Reason for leaving:</b> _____	Tick if in CV/Resume <input type="checkbox"/>
_____	
<b>Your Attendance:</b> On average, how many <b>Days per Month</b> were you <b>absent</b> from work? _____	
<b>May we contact this employer for a reference and verification?</b> (tick one) YES <input type="checkbox"/> NO <input type="checkbox"/>	

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## Education & Training – Start with Highest Levels of Achievement

Education and training is important in delivering exceptional, satisfying, safe, and repeatable hospitality service. Each job role has different knowledge needs

We value formal education for Carrington Inn candidates and for some positions it is required, but we also recognise the important value that comes from good professional experience, on-the-job training, and the school of life.

In the section below, tell us about your education and training, as it is applicable to the position you are applying for. Please enter your highest level of achievement or award first.

<b>(Tick One)</b>	<b>Name</b> _____	<b>Location:</b> _____	<b>Major:</b> _____
University <input type="checkbox"/>	<b>Awarded:</b> _____	<b>Date:</b> _____	
College <input type="checkbox"/>	<b>Awarded:</b> _____	<b>Date:</b> _____	
TAFE <input type="checkbox"/>	<b>Other Remarks:</b> _____		
Other Training <input type="checkbox"/>	_____		
High School <input type="checkbox"/>	<b>Referee:</b> _____	<b>Phone</b> _____	<b>email:</b> _____
	<b>May we contact this institution for a reference and verification?</b> (tick one) YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>(Tick One)</b>	<b>Name</b> _____	<b>Location:</b> _____	<b>Major:</b> _____
University <input type="checkbox"/>	<b>Awarded:</b> _____	<b>Date:</b> _____	
College <input type="checkbox"/>	<b>Awarded:</b> _____	<b>Date:</b> _____	
TAFE <input type="checkbox"/>	<b>Other Remarks:</b> _____		
Other Training <input type="checkbox"/>	_____		
High School <input type="checkbox"/>	<b>Referee:</b> _____	<b>Phone</b> _____	<b>email:</b> _____
	<b>May we contact this institution for a reference and verification?</b> (tick one) YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>(Tick One)</b>	<b>Name</b> _____	<b>Location:</b> _____	<b>Major:</b> _____
University <input type="checkbox"/>	<b>Awarded:</b> _____	<b>Date:</b> _____	
College <input type="checkbox"/>	<b>Awarded:</b> _____	<b>Date:</b> _____	
TAFE <input type="checkbox"/>	<b>Other Remarks:</b> _____		
Other Training <input type="checkbox"/>	_____		
High School <input type="checkbox"/>	<b>Referee:</b> _____	<b>Phone</b> _____	<b>email:</b> _____
	<b>May we contact this institution for a reference and verification?</b> (tick one) YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>(Tick One)</b>	<b>Name</b> _____	<b>Location:</b> _____	<b>Major:</b> _____
University <input type="checkbox"/>	<b>Awarded:</b> _____	<b>Date:</b> _____	
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TAFE <input type="checkbox"/>	<b>Other Remarks:</b> _____		
Other Training <input type="checkbox"/>	_____		
High School <input type="checkbox"/>	<b>Referee:</b> _____	<b>Phone</b> _____	<b>email:</b> _____
	<b>May we contact this institution for a reference and verification?</b> (tick one) YES <input type="checkbox"/> NO <input type="checkbox"/>		

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## References – Let Us Talk to People Who Know Your Work

Please provide us with 2 to 3 professional references who can share what it was like to work with you.

Referee Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work Company: \_\_\_\_\_ Work Relationship: \_\_\_\_\_  
Last Work Date: \_\_\_\_\_ Referee email: \_\_\_\_\_  
May we contact this referee for a reference and verification? (tick one) YES ☐ NO ☐

Referee Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work Company: \_\_\_\_\_ Work Relationship: \_\_\_\_\_  
Last Work Date: \_\_\_\_\_ Referee email: \_\_\_\_\_  
May we contact this referee for a reference and verification? (tick one) YES ☐ NO ☐

Referee Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work Company: \_\_\_\_\_ Work Relationship: \_\_\_\_\_  
Last Work Date: \_\_\_\_\_ Referee email: \_\_\_\_\_  
May we contact this referee for a reference and verification? (tick one) YES ☐ NO ☐

## Free-form Space

Please use this space to say anything else you would like to say.

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## Applicant Declarations

- I declare that the information provided by me in this application is true.
- I have read the job specifications for the positions I am applying for and I declare that I am physically, mentally, and emotionally fit to take on and work competently under the demands posed by the positions.
- I declare that I am eligible to work in Australia.
- I accept that my job will involve handling food and beverage products including but not limited to alcohol, gluten, dairy, pork, squid, and wild game.
- I understand that any false or misleading information given by me or by my referees regarding this application is cause for dismissal.
- I understand that should I be offered a position on the Carrington Inn hospitality team:
  - the terms and conditions of my employment will only be set out in a written letter of offer signed by the Executive Director; and
  - there are company rules and policies contained in the staff and operational handbooks, notice boards, and directions from my supervisors that I will need to agree to and abide by;
  - the job applied for is a Casual position unless it is stated otherwise in the letter of offer.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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## SUPPLIMENTAL: Previous Employment – Start with Most Current Employment

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**Company Name:** \_\_\_\_\_ **Your Supervisor Name:** \_\_\_\_\_

**Your Job Title:** \_\_\_\_\_

**Dates Employed:** Started \_\_\_\_\_ Ended \_\_\_\_\_ **Ending Salary/Wage:** \_\_\_\_\_ per \_\_\_\_\_ hr/wk/mo/yr

**Company** number \_\_\_\_\_ street \_\_\_\_\_

**Address:** town/city \_\_\_\_\_ state \_\_\_\_\_ post \_\_\_\_ phone: \_\_\_\_\_

**Your Responsibilities:** \_\_\_\_\_ Tick if in CV/Resume ☐

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**Reason for leaving:** \_\_\_\_\_ Tick if in CV/Resume ☐

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**Your Attendance:** On average, how many **Days per Month** were you **absent** from work? \_\_\_\_\_

**May we contact this employer for a reference and verification?** (tick one) YES ☐ NO ☐

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**Company Name:** \_\_\_\_\_ **Your Supervisor Name:** \_\_\_\_\_

**Your Job Title:** \_\_\_\_\_

**Dates Employed:** Started \_\_\_\_\_ Ended \_\_\_\_\_ **Ending Salary/Wage:** \_\_\_\_\_ per \_\_\_\_\_ hr/wk/mo/yr

**Company** number \_\_\_\_\_ street \_\_\_\_\_

**Address:** town/city \_\_\_\_\_ state \_\_\_\_\_ post \_\_\_\_ phone: \_\_\_\_\_

**Your Responsibilities:** \_\_\_\_\_ Tick if in CV/Resume ☐

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**Reason for leaving:** \_\_\_\_\_ Tick if in CV/Resume ☐

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**Your Attendance:** On average, how many **Days per Month** were you **absent** from work? \_\_\_\_\_

**May we contact this employer for a reference and verification?** (tick one) YES ☐ NO ☐

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**Company Name:** \_\_\_\_\_ **Your Supervisor Name:** \_\_\_\_\_

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**Dates Employed:** Started \_\_\_\_\_ Ended \_\_\_\_\_ **Ending Salary/Wage:** \_\_\_\_\_ per \_\_\_\_\_ hr/wk/mo/yr

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**Your Responsibilities:** \_\_\_\_\_ Tick if in CV/Resume ☐

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