

ADMINISTRATION APPLICATION

Dear applicant,

Thank you for your interest in becoming part of 'Team DLSA'!

As a swimming program, we take our job very seriously. The skill of swimming offers so much more than just a fun form of exercise to the student. It offers challenges and goals that can build self-esteem, confidence and character. These personal qualities can be a foundation to guide this student through every step of their life.

Our Administrators play an important role in delivering the DLSA Program through maintaining an exceptional standard of customer service along with friendly, professional advice.

We are looking for stable, bright, enthusiastic and motivated team members to join us, as we strive to achieve our own team goals.

Selection will be a five-step process, details of which are listed below.

Once again, thank you for your show of interest.

Kindest regards,

Darren Lange Director DLSA

** S T O P **

Have you read our DLSA Administration Employment Information Summary to see if this position is right for you?

Do you meet our criteria pertaining to **Availability, Longevity, Total Hours/Week** and **Admin/Reception/Sales**?

(Circle one)

YES - I feel I meet the criteria.

(Continue with your application)

NO - I feel I don't meet the criteria but I would like to discuss my situation.

(Continue with your application and/or contact our Senior Administrator to discuss)

NO - I feel I don't meet the criteria.

(This position might not be suitable for you right now)

NOT SURE - The DLSA Administration Employment Information Summary was not supplied.

(Continue with your application and contact our Senior Administrator to receive a copy)

If you would like further information pertaining to this position and/or would like to discuss your specific situation, please contact the DLSA Senior Administrator direct via phone (07 46330444) or email (admin@dlsa.com.au).

Administrator Application

The Information contained within this application will remain private and confidential to the managers of DLSA.

Applicant Photo – Not totally essential, but really helps us to remember you amongst all the other applicants. You can attach a pic to this application or email a pic with your name to $\underline{\text{employ@dlsa.com.au}}\;.$

1. Name:	2. Contact Nun	2. Contact Number:				
3. Address:						
6. What form of transport would you use to come to	and from work?					
Motor Vehicle Push Bike	Walk	Public Transport	C	Other:		
Your Qualifications: (Please enclose photocopies of a	ıll certifications).					
7. Please list any relevant Administration qualificatio	ns:					
9. Do you have a surrent AustSuim or Suim Australia	contification?		VEC	NO.		
8. Do you have a current AustSwim or Swim Australia			YES	NO		
 9. Do you have a current WORKING WITH CHILDREN BLUE CARD? 10. Please list any other current swimming orientated certifications you have acquired. 						
	,	·				
11. Please outline any other qualifications you have a	cquired.					
Working Experience:						
12. Have you held an office administration position be	efore?		YES	NO goto 14		
13. If YES, where and for what duration?						
14. What duties did this entail?						
15. Have you ever taken part in the DSLA Program as	a student or a parent o	of a student?				
16. On a scale of 1 to 5 with 1 being POOR and 5 bein tasks/duties: (please circle)	g EXPERT, how would y	ou rate your skills a	nd expe	rience on the following		
			POOR	AVE EXPERT		
a. General computer navigation using the mouse and	keyboard.		1 2	3 4 5		
b. General computer operation including saving and f	1 2	3 4 5				
c. Receiving, processing and sending emails.	1 2	3 4 5				
d. Basic spreadsheet design and layout in MICROSOFT	1 2	3 4 5				
e. Advanced word processing including mail merging.				3 4 5		
f. Understanding basic accounting terminology and pr	rocedures					
such as invoicing, receipting and balancing.			1 2	3 4 5		
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Personal Details:

Position			Duties			Duration
ilability:						
Please tick, which shift	s would be best sui	ted to you:				
	MON	TUE	WED	THU	FRI	SAT
0 – 11.00AM						
0 – 6.00PM						
0AM – 2.00PM						
Y FURTHER NOTES/REC	OUREMENTS REGA	RDING AVAIL	ΔΒΙΙ ΙΤΥ·			
T TOKITIEK NOTES/KEC	CONCINIENTS NEGA	MDING AVAIL	ADIENT.			
EREES:						
Please provide at least	2 referens that we	uld bo banny t	a ha cantactad	on your bobalf		
NAME	3 referees that wo	ий ве парру с	CONTACT #	on your benan.	DEI ATI	ONSHIP TO YOU
SCELLANEOUS INFORM	ATION:					

have performed in cust	tomer service roles ir		service. Please provide details of how you randard of customer service in the future if a separate sheet if there is not enough
I hereby proclaim that	the information cont	ained within this application is true and	correct.
Dated: /	/20 Signed:	Print	Name:
			ontact the DLSA Senior Administrator on
	(07)) 4633 0444 or email employ@dlsa.com	<u>.au</u> .
Applications can be loc	dged in the following	g manner:	
Post:		In Person:	Fax:
DLSA		DLSA Wilsonton	(07) 4633 0433
PO Box 9010 Toowoomba 0	Ωld. 4350	30 Erin St Toowoomba	Email: employ@dlsa.com.au
Applications Close:	ASAP	You will be notified within 14	
pp		. 55 Am Se Houned Within 14	1