Please tick relevant level of competence under each selection criteria and provide a brief paragraph in the comments section describing your ability to meet the criteria. Provide past examples that support your statements. Refer to the ‘Notes for Applicants’ document for further details and advice on how to complete the Selection Criteria part of your application.

This document may be completed electronically or printed and completed by hand (please attach additional paper if you require more space). The completed document must be submitted with your resume and application form in order to be considered for the role.

|  |  |
| --- | --- |
| **Applicant Name:** |  |
| **Qualifications and Experience** |
| **Driver’s License details** | Class | Number | Expiry |
|  |  |  |
| **WA Police Clearance** | Yes [ ]  No [ ]  | **Date issued:** |  |
| **Provide First Aid Certificate** | Yes [ ]  No [ ]  | **Course completion date:** |  |
| **Previous experience in a hospitality, retail, administrative or customer service roles**\* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
|  |
| **Demonstrated experience in leading a small team**\* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
|  |
| **Knowledge and Skills** |
| **Demonstrated ability to provide excellent customer service**\* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
|  |
| **Ability to deal with difficult customers and maintaining effective internal and external relationships, and the ability to deal with a diverse range of people and groups.** \* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
|  |
| **Developed numeracy skills with experience in processing financial transactions including reconciliation and balancing cash registers**\* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
|  |
| **Ability to use computer, smartphone, and tablet applications**\* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
|  |
| **Well-developed interpersonal skills including ability to problem solve and work under minimal supervision**\* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
|  |
| **Demonstrated knowledge of Work Safety and Health issues relevant to work activities and work area**\* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
|  |
| **Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles.** \* Please provide a brief paragraph describing your ability to meet this criterion. Provide past examples that support your statements. |
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