



ADMINISTRATION APPLICATION

Dear applicant,

Thank you for your show of 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 part in delivering the DLSA Program through maintaining an exception 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
Managing Director
DLSA

Team DLSA Selection Process:

1. Application filled out and returned.
2. Initial Interview.
3. Short List is Tested.
4. Secondary Interview.
5. Selection Made.

Administrator

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

Personal Details:

1. Name: _____ 2. Contact Number: _____
3. Address: _____ 4. Email: _____
_____ 5. Date of Birth: _____ / _____ / _____

6. What form of transport would you use to come to and from work?

Motor Vehicle Push Bike Walk Public Transport Other: _____

Your Qualifications: *(Please enclose photocopies of all certifications).*

7. Please list any relevant Administration qualifications _____

8. Do you have a current AustSwim certification? YES NO

9. Do you have a current WORKING WITH CHILDREN BLUE CARD? YES NO

10. Please list any other current swimming orientated certifications you have acquired.

11. Please outline any other qualifications you have acquired.

Working Experience:

12. Have you held an office administration position before? 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 of a parent of a student?

16. On a scale of 1 to 10 with 1 being POOR and 10 being EXPERT, how would you rate you skills and experience on the following tasks/duties: *(please circle)*

	POOR	AVERAGE	EXPERT
a. General computer navigation using the mouse and keyboard.	1 2 3 4 5 6 7 8 9 10		
b. General computer operation including saving and finding files.	1 2 3 4 5 6 7 8 9 10		
c. Receiving, processing and sending emails.	1 2 3 4 5 6 7 8 9 10		
d. Basic spreadsheet design and layout in MICROSOFT EXCEL.	1 2 3 4 5 6 7 8 9 10		
e. Advanced spreadsheet creation in MICROSOFT EXCEL.	1 2 3 4 5 6 7 8 9 10		
f. Basic word processing tasks in MICROSOFT WORD.	1 2 3 4 5 6 7 8 9 10		
g. Advanced word processing including mail merging.	1 2 3 4 5 6 7 8 9 10		
h. Understanding basic accounting terminology and procedures such as invoicing, receipting and balancing.	1 2 3 4 5 6 7 8 9 10		
i. Basic desk top publishing and creation of signage etc.	1 2 3 4 5 6 7 8 9 10		

Past Employment History:

17.

Position	Duties	Duration

Availability:

18. Please tick, which shifts would be best suited to you:

	MON	TUE	WED	THU	FRI	SAT
8.30 – 11.00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.30 – 6.00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.30AM – 1.00PM						<input type="checkbox"/>

ANY FURTHER NOTES/REQUIREMENTS REGARDING AVAILABILITY:

REFEREES:

19. Please provide at least 3 referees that would be happy to be contacted on your behalf.

	NAME	CONTACT #	RELATIONSHIP TO YOU
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

MISCELLANEOUS INFORMATION:

20. **PLEASE NOTE:** In the position of administrator you will be required from time to time to lift/maneuver pool equipment etc. Do you have any injury or illness that would prohibit you from performing such duties?

YES NO

