



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

**** STOP ****

***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).

Past Employment History: (feel free to attach a more detailed description)

17.

Position	Duties	Duration

Availability:

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

	MON	TUE	WED	THU	FRI	SAT
8.00 – 11.00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.00 – 6.00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.00AM – 2.00PM						<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/manoeuvre pool equipment etc. Do you have any injury or illness that would prohibit you from performing such duties? YES NO

