



JOB APPLICATION GUIDE

Intending applicants for positions at Phil Hoffmann Travel are advised to follow these guidelines when preparing their applications.

GUIDELINES

- ❖ Applicants may send their application to:
 - Human Resources Manager
 - Phil Hoffmann Travel
 - Bayside Village
Cnr Jetty & Brighton Roads
 - GLENELG SA 5045
- ❖ Applications may also be sent via email to: careers@pht.com.au Please send one email for each separate job application and state the Title of the Position and your surname in the subject field of your message. A confirmation email will be sent to you within 24 hours of receipt of your application.
- ❖ **Applications should be in Word or Acrobat PDF format only.**
- ❖ Applications must be received by the nominated closing date. Late applications will not be considered.
- ❖ Phil Hoffmann Travel will acknowledge receipt of your application. However, unless selected to attend an interview you will not be contacted again. The short-listing of candidates is usually completed within 2 weeks of the closing date. Should you wish to know the status of your application, please telephone the designated contact person with regard to the advertisement.

APPLICATION CHECKLIST

Job Application Form

Applicants are required to complete the Job Application Form. ***Please include your name, address and the position title.***

Resume

Please provide a copy of your current resume, outlining your employment and educational history, experience, major achievements, and your eligibility to work in Australia.

Referees

The names, addresses, telephone and facsimile numbers, together with an e-mail address (if available) of two professional referees must be filled in on the application form.



JOB APPLICATION FORM

POSITION APPLIED FOR

Position Title	
How did you find out about the role? (please circle) Phil Hoffmann Travel website / newspaper / seek / staff member / other; (please specify) _____	

PERSONAL PARTICULARS

Surname		Dr/Ms/Mrs/Miss/Mr
Given Names		Preferred Name
Gender Male/Female		Date of Birth
Address		Suburb
Postcode		Home Telephone Number
Country of Birth		Citizenship
Australian Residency Status (You must be eligible to work in Australia to apply for this position) (permanent, temporary)		

ACADEMIC QUALIFICATIONS (Show only completed courses and highest qualification first)

Degree Title	Institution	Year of Graduation

PRESENT POSITION

Position Title			
Name of Organisation			
Address			
Email Contact		Contact (Y/N)	
Business Telephone Number		Contact (Y/N)	
Length of Service			

PROFESSIONAL REFEREES

1. Name			
Title			
Telephone Number		Fax Number	
Email Contact			
2. Name			
Title			
Telephone Number		Fax Number	
Email Contact			

Signature: _____ Date: ____/____/____