

## HOSPITALITY CAREER PROGRAM - CANDIDATE APPLICATION FORM

### PERSONAL DETAILS

FIRST NAME

LAST NAME

ENGLISH NAME

DATE OF BIRTH

DD / MM / YYYY

SEX

MALE  FEMALE

NATIONALITY

ADDRESS

E-MAIL ADDRESS

CONTACT NUMBER

ARRIVAL DATE:

ARRIVAL CITY:

VISA TYPE:

VISA EXPIRY DATE:

DD / MM / YYYY

LANGUAGE SCHOOL NAME (IF APPLICABLE):

LANGUAGE SCHOOL WEEKS (IF APPLICABLE):

LANGUAGE SCHOOL FINISHING DATE (IF APPLICABLE): DD / MM / YYYY

DO YOU HAVE AN AUSTRALIAN DRIVER LICENSE?

YES  NO

### ENGLISH LANGUAGE PROFICIENCY

PRE INTER  INTERMEDIATE  UPPER INTER  ADVANCED  [PROVIDED BY ENGLISH LANGUAGE SCHOOL]

### PROGRAM DETAILS

PREFERRED CITY

PREFERRED STARTING DATE

DD / MM / YYYY

PREFERRED TYPE OF POSITION

### HEALTH CONDITION CHECK

Do you have any health problems or conditions that might affect your ability to fulfill your responsibilities at work, during your employment?

YES  NO

Do you, or have you ever suffered from any mental health problems or illness?

YES  NO

Are you currently taking any medication or drugs which could affect your ability to perform your duties when working at a hotel?

YES  NO

**APPLICATION CHECKLIST**

All the following documentation must be provided in original format prior to your screening interview:

- A copy of your resume detailing your educational background and general work history in word format
- A copy of your passport
- A recent passport sized photo of yourself
- A copy of your visa grant letter from the department of immigration - Australia

**VERIFICATION**

*I declare & verify that the information I have provided on this application form, is true and correct. I understand that giving false or incorrect information may lead to the refusal of my application. I understand that PSYNERGY collects stores and uses personal information only for the purpose of administration. Student applications and the information collected is confidential and will not be disclosed to third parties without my consent, except to meet legal, government or other regulatory authority requirements. I accept liability for payment of all fees as explained in the Fee schedule, and I agree to abide by the Fee Refund Policy which is current at the time of my application.*

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE : \_\_\_\_\_ DD / MM / YYYY

## PROGRAM AGREEMENT with Candidate Conditions of Agreement

Candidate Name: \_\_\_\_\_

In order for PSYNERGY CONSULTING GROUP, henceforth known as PSYNERGY, to effectively and efficiently provide its services in accordance to its service provision with respect to its hospitality career program, the following rules and regulations apply.

### (1) GENERAL TERMS OF PROGRAM

PSYNERGY in its initial consultation with you for your hospitality career program will communicate to you what positions you are most likely appropriate for based on an assessment of your English level, qualifications and certifications, previous work experience and personal attributes and general attitude.

**PSYNERGY will provide an interview at a hotel or resort in Australia within a 6-week period, from your preferred start date, which you have indicated on your application form.**

**As part of your hospitality career program, you will not get to directly choose which hotel or resort or area you will work at, however PSYNERGY will consider your preferences and do its best to place you at a hotel or resort closest to your requirements, at its discretion; unless stated otherwise by the program you enroll in.**

**As part of the program you will not get to directly choose what position you will be applied for at a hotel or resort (except in the case of cooks/chefs); however, Psynergy will consider your preferences and do its best to provide you with a position that fits your requirements, based upon the initial consultation for your program, at its discretion; unless stated otherwise by the program you enroll in.**

**The program will provide you with up to three opportunities to interview with prospective hotels/resorts to obtain gainful employment within the hospitality industry.**

The program will provide you with employment in the hospitality industry at a hotel/resort with a job offering **500 hours over a 6-months across the full term of employment.**

The employment period under the program will normally be expected to be 6 months; that is you are expected to stay in employment with the hotel/resort for a minimum 6 month period; except in the case whereby you are enrolled in an alternative program; unless stated otherwise by the program you enroll in.

### (2) MULTIPLE FAILURES

**In the case whereby you fail 3 interviews and are not granted by PSYNERGY an additional 4th and final interview your program will be deemed to have been completed.**

**Should you fail the 4th and final interview, where granted by PSYNERGY, your program will be deemed to have been completed.**

In the case whereby your program has been completed due to such multiple failures, PSYNERGY may opt to continue the program for an additional cost as agreed, upon consultation with you.

### (3) INTERVIEWS AND PREPARATION

Upon applying for a position at a hotel/resort in Australia, PSYNERGY will contact you to let you know specifics such as the position, the hotel/resort name, pay rates, accommodation and food costs and required time frame for start.

On confirming the interview schedule with the hotel/resort, PSYNERGY will contact you to organize a training session to prepare you for your interview (via email)

As part of the process to finalize your job offer, there will be some documents and details which you will need to either provide to us and or complete and return via email. It is your responsibility to make sure this is done within a 24-hour period of receiving a request from us. **If such delay results in your job offer being delayed or changed, Psynergy is not at fault and your program will be deemed to be complete.**

On the day of your training, PSYNERGY will again go over all specific details about your job opportunity and provide you with all the required materials for you to study prior to your interview including – hotel/resort handbooks, position descriptions, interviewers name, interview time and method of interview.

Interview dates will be scheduled based on the availability of the hotel's manager. It is acknowledged that interviews may be arranged with short notice, possibly the day before. The Candidate agrees to make necessary adjustments to their schedule to ensure their availability for the scheduled interview dates.

The contract guarantees up to three interviews. In the event that, despite the Provider's efforts to arrange interviews, the Candidate is unable to participate due to scheduling conflicts, each missed instance will result in a reduction of the remaining available interview opportunities. For example, if the Candidate misses one interview, the remaining opportunities will be reduced from three to two, and so on.

On the day of your interview, you must be prepared and on time and dressed appropriately according to the requirements communicated to you during training. Should your interview be conducted at our office you may turn up 30 minutes to one hour earlier for further briefing and training prior to your interview.

After completing your interview, PSYNERGY will provide you with general feedback as to how you performed on the interview and endeavor to obtain a final result from the hotel/resort as to whether you passed the interview.

**Should you miss your interview, without communicating to PSYNERGY, PSYNERGY reserves the right to cancel your program at this point in time and would be deemed to have completed its service to you.**

#### (4) SUCCESSFUL JOB OFFER AND EMPLOYMENT

Should you pass an interview **you must accept the role unless you also have another role which you have been concurrently been successful for**; in such case, you can choose between either. **If you choose not to take a role, for one of the interviews you have passed, then your program will be deemed as canceled, unless Psynergy considers it otherwise.**

Upon receiving your contract of employment and letter of offer, an appointment will be arranged with you to complete any outstanding paperwork and go over the job onboarding process; you will have the opportunity to ask any questions again about your job and to double check that you understand all the terms of employment.

It is your responsibility that you follow all guidelines for smooth transition to your place of employment; in the case, where you miss flights and or bus transfers, any financial costs associated incurred will be your responsibility.

All expenditures involved in relocation to undertake your new role are solely your own responsibility – preparation of moving your goods / luggage, travel expenditure, uniform and equipment purchases etc.

**PSYNERGY will have completed its service under the hospitality career program once you have started your new employment at the hotel/resort.**

#### (5) ON THE JOB

It is your responsibility to ensure that you follow all rules and regulations and codes of conduct at the hotel/resort of your employment. **Should you break any rules and are summarily fired from your place of employment, PSYNERGY is not responsible.**

PSYNERGY has no control over the internal work environment at the hotel/resort and therefore cannot be held responsible for any things that happen to you whilst you are employed. Only In the specific case, whereby your work hours on an average do not meet the required minimums of 20 hours per week across the first 3 months, PSYNERGY will at its discretion offer you an alternative arrangement for employment at another hotel/resort; however, any costs associated with you choosing to relocate to a hotel/resort in another area, are not the responsibility of PSYNERGY.

You will be consulted with regard to all details about your new job including:

- A. Start dates
- B. Travel information including booking of flights and boat or bus transfers
- C. Job position, pay rates and employment terms
- D. Accommodation and food costs
- E. Uniform Requirements
- F. Things To Prepare
- G. HR Process and documents for submission

PSYNERGY from time to time may contact you to gather feedback on how your job is going; in addition, we may contact your employer to gather feedback and provide you with feedback should there be any areas of concern.

Any post-employment paperwork such as Superannuation, Pay Slips, Certificates of Service and General Tax Assistance is the responsibility of you our candidate; however, should you need assistance PSYNERGY may at its own discretion, refer you to one of our partner providers with an expertise in the area. All costs associated with such services will be at your own cost.

#### (6) ADDITIONAL TERMS

PSYNERGY in organizing hospitality role for you at a hotel/resort in Australia will constantly need to be in communication with you throughout the process; as such, you the candidate agree to reply to any correspondence from PSYNERGY within an immediate time period – within 24 hours of correspondence – failure to do so may jeopardize your program and PSYNERGY will not be at fault for any delay or cancellation of your program as a result of this.

You the CANDIDATE agrees to ensure that PSYNERGY is informed of any changes in your circumstances during the term of PSYNERGY's service to you; this includes, changes in your availability schedule and or changes in contact numbers, travel plans etc.

You the CANDIDATE must ensure that you have sufficient funds for job relocation to your role at the hotel/resort; not being able to relocate due to lack of funds is not the responsibility of PSYNERGY.

Should you PASS multiple interviews within the same time frame – the same week – you reserve the right to choose which hotel / resort you want to take your program at.

There may be extenuating circumstances whereby there may be delays to your hospitality career program; e.g. Natural disasters, virus pandemics, wars, **significant decrease in job openings**, etc. In such circumstances, you the candidate agrees to provide PSYNERGY extra time for them to find you a role, of approximately 8 - 12weeks on top of the current agreed time.

In any normal circumstances after enrolment to the program, will there be no refund.

#### (7) AGREEMENT TO TERMS

I, \_\_\_\_\_  
on the date of \_\_\_\_\_

Hereby agree to all the terms and conditions of the training / career program operated by Psynergy, as stated above, and am fully aware of my responsibilities and obligations in enrolling in the program

NAME:

SIGNATURE :

CONSULTANT NAME :

CONSULTANT SIGNATURE