

MANAGER - CARETAKER APPLICATION



ROSCON GROUP OF COMPANIES

To: Roscon Property Maintenance Pty Ltd
 ABN 60 108 876 617 ACN 108 876 617
 12 Leo Street Fawkner Victoria 3060
 Tel: (03) 9385 0040 - Fax: (03) 9386 8199
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 Web: www.roscon.com.au

Roscon Property Maintenance Pty Ltd referred herein as "Roscon" or the "Company"

1. The Applicant:

Full Name/s Applicant 1		
Date Of Birth	Drivers Licence Number	Held Since
Full Name/s Applicant 2		
Date Of Birth	Drivers Licence Number	Held Since
Address		Post Code
Trade or Other Qualifications (Please list)		

2. References

Full Name	Address	Contact Details

3. Personal Details & Experience

(1) Phone: Business	(2) Mobile:	(3) Facsimile:
(4) Email:	(5) Do you belong to any Trade or Professional Organisations? Yes No Name Of Organisations:	(6) Years of Experience in Trade or Qualification:
(7) Successful applicants will be required to provide us with a Police Report (National Police Certificate) issued by Victoria Police (Applicant may apply at any Victorian police Station) Are you agreeable in supplying such report Yes No	(8) Garden Maintenance do you know how to maintain and operate all garden equipment? Yes No	(9) Cleaning Experience as part of the appointment you will be required to use a Vacuum Cleaner, Tile Polisher, and a Commercial Sweeper, do you think you will be able to handle these tasks? Yes No

<p>(10) Do you have any understanding of OH&S (Occupational Health & Safety) Regulations Yes No If you have attended a course please state date and name of Course and where held.</p> <p>Date Name of Course Held at</p>
<p>(11) Do you have any understanding of Fire evacuation procedures? Yes No If you have attended a course please state date and name of Course and where held. Note: If you have no experience in this area are you willing to undergo training? Yes No</p> <p>Date Name of Course Held at</p>
<p>(12) Do you have any understanding of First Aid procedures? Yes No If you have attended a course please state date and name of Course and where held. Note: If you have no experience in this area are you willing to undergo training? Yes No</p> <p>Date Name of Course Held at</p>
<p>(13) Do you have any understanding of Swimming Pool Hygiene and Water Testing? Yes No If you have attended a course please state date and name of Course and where held. Note: If you have no experience in this area are you willing to undergo training? Yes No</p> <p>Date Name of Course Held at</p>
<p>(14) Are you familiar with cleaning products? Yes No if No are you prepared to undertake a short course Yes No</p>
<p>(15) The position requires a team of two people are you able to comply? Yes No</p>
<p>(16) Are you familiar with using a computer Yes No</p> <p>Please select if you are proficient in using the following programs:- (Microsoft Word) (Excel) (Email)</p> <p>How do you rate yourself from a scale of 1 to 10 on computer skills (please select a number)</p>

4. Other Information

<p>(17) The hours you will be required to work are from 8:00 AM to 11:00 AM and 4:00 PM to 8:00 PM Monday to Friday and 8:00 AM to 11:00 AM Saturdays</p>	<p>Are you able to comply with the hours stated</p> <p>Yes No</p>
<p>(18) Accommodation requirements</p>	<p>1 Bedroom Apartment</p> <p>2 Bedroom Apartment</p> <p>3 Bedroom Apartment</p>
<p>(19) What type of vehicle do you own?</p> <p>Vehicle 1 Make Model Registration No</p> <p>Vehicle 2 Make Model Registration No</p>	<p>How many on site parking spaces will you require</p> <p>1 2</p>

Applicant 1 Signature

Signed by applicant:	Signature of witness:
Print name of applicant:	Print name of witness:
	Address of witness:

Applicant 2 Signature

Signed by applicant:	Signature of witness:
Print name of applicant:	Print name of witness:
	Address of witness:

6. Office Use Only

Recommend for site located at:

Salary (Gross)			\$
Less: Rent 1 or 2 BR (circle) Unit No.....	@ \$	PW	\$
	@ \$	PCM	
	@ \$	PA	
Salary Net (Before Tax)			\$
Salary Spit Yes / No (Circle)			
Applicant 1 Name.....			\$
Applicant 2 Name.....			\$
Other Information			
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.....			
.....			

Important Employment Information:

The information provided herein will be kept strictly confidential in accordance with the Roscon Property Maintenance Pty Ltd Privacy Policies which are available on request.

The Applicant understands that ROSCON is not under any obligation to provide any employment to the applicant. Any work the applicant performs on behalf of ROSCON the applicant undertakes to perform such work in a good workman like manner. All work carried out by the applicant will comply with Australian Standards and any other Industry Standards. The Applicant will at all times comply with WorkSafe procedures and other Occupational Health and Safety Regulations. The Applicant, when performing work on behalf of ROSCON will dress in appropriate work clothing which will be provided by ROSCON.

Mission Statement "It the policy of Roscon to deliver property Management services to its clients in the most efficient and timely manner while respecting legal and statutory requirements. Roscon Pty Ltd complies with all the requirements under ISO 9001-2000 in the completion of its services. All staff & sub-contractors are expected to work according to our policies and procedures. The system employed by Roscon Pty Ltd is reviewed annually in order to ensure its consistency".