

APPLICATION FORM

Please complete all relevant sections
Applications will not be processed unless fill documentation is enclosed

PLEASE ATTACH TWO (2) PASSPORT PHOTOS

SECTION A: PERSONAL DETAILS – PLEASE USE BLOCK CAPITALS

DATE OF BIRTH: TITLE: MR MRS MS MISS (please tick)

SURNAME: GIVEN NAMES: (leave space between names)

If your present name is different from that appearing on the transcript of your examination results, please attach appropriate documentation (e.g. deed poll certificate, marriage certificate)

ADDRESS FOR CORRESPONDENCE:

(give one address for correspondence)

TELEPHONE: (Home)

TELEPHONE: (Business)

TELEPHONE: (Mobile)

FACSIMILE:

E-MAIL:

SECTION B: COURSE APPLICATION

Note: Information on courses available at the Academy Sofitel is contained in the Academy brochures and handbook and is summarised below. Please indicate your preferences with a (✓).

ADVANCED DIPLOMA IN HOSPITALITY

CERTIFICATE III IN HOSPITALITY (Commercial Cookery)

SECTION C: PREVIOUS EDUCATIONAL STUDIES

List below any studies you have completed or attempted. Note: a certified copy of all original transcripts of official results must be submitted. Academy Sofitel accepts no responsibility for documents submitted.

YEARS ATTENDED	INSTITUTION	GIVE TITLE OF COURSE (e.g. Degree, Diploma, Certificate, etc)	FULL TIME or PART TIME	COURSE COMPLETED (YES/NO) If no, how much of the course has been completed

SECTION D: EMPLOYMENT HISTORY

Please include details of the last 3 positions held. It is important that you include your curriculum vitae and provide detailed information as outlined in SECTION H

ORGANISATION	JOB TITLE	FROM YEAR	TO YEAR

SECTION E: RECOGNITION OF PRIOR LEARNING/CLAIMS FOR EXEMPTION

Consideration will be given to claims for recognition of prior learning based on proof of satisfactory completion of relevant courses through an accredited tertiary institution and/or relevant education and training through employer-based programs, professional bodies, private providers, etc

Note: Academy Sofitel reserves the right to make its assessment of claims for exemption. The Academy's decision is final.

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SECTION F: REASONS FOR APPLYING

Briefly state why you wish to undertake your studies. Indicate what benefits you expect to obtain and your career objectives over the next three years. (Please attach a separate sheet if necessary).

Entry to Academy Sofitel courses is highly competitive. Please indicate **what you believe you will contribute** to the course and to a successful learning experience both for yourself and others undertaking the course. (please attach a separate sheet if necessary).

SECTION G: NON REFUNDABLE APPLICATION FEE

Enclose a cheque made out to 'Academy Sofitel and crossed 'Not Negotiable'.

- CERTIFICATE III application fee \$50
 - ADVANCED DIPLOMA application fee \$200.
- This deposit will then be deducted from the fees payable*

SECTION H: APPLICANTS DECLARATION

- I agree to be examined prior to commencing study with Academy Sofitel and Sofitel Melbourne On Collins and at any time during my study/employment by any medical officer nominated by the company if required.
- I will abide by all Academy and Hotel rules/policies as declared to me or as contained in the Staff/Academy handbooks, noticeboards and manuals.
- In the event of being questioned by a Hotel representative, I am willing to reveal the contents of any vehicle, bag or container I may be in possession of whilst on the property.
- I declare that the information in the form is accurate and complete. I accept that if I have provided incorrect information or withheld relevant information regarding my application, qualifications or Australian residency, my place at Academy Sofitel and Sofitel Melbourne On Collins may be withdrawn at any time during my study.

SIGNATURE OF APPLICANT:

DATE:

CHECKLIST – BEFORE MAILING *Please ensure that the following documents are enclosed:*

- Completed and signed application form (note ALL relevant sections must be completed)
- Comprehensive CV detailing employment history, duties and responsibilities.
- One certified copy of all original transcripts of official results of previous studies.
- Two passport-sized photos
- Non-refundable application fee.

Applications are processed on receipt by Academy Sofitel. You will be contacted should an interview or further information be required. Successful applicants will be notified of enrolment dates and times by mail.

Please return this form (and all relevant information) to:

POSTAL ADDRESS: ACADEMY SOFITEL at SOFITEL MELBOURNE ON COLLINS
PO Box 18110, Collins Street East, Melbourne Vic 8003, AUSTRALIA

INQUIRIES SHOULD BE DIRECTED TO:
ACADEMY SOFITEL at SOFITEL MELBOURNE ON COLLINS

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E h1902-hr09@accor.com W www.academysofitel.com.au

