



Job Application Form

- **This form must be HAND-WRITTEN and all sections completed**
- **Please also send a copy of all relevant certificates, qualifications and references, and a recent photo.**
- **Please scan your application form and attachments, and email it all to:**

Leanne Hammond
Business Manager
Complete Performance Solutions

leanne@completeperformancesolutions.com

Contact details

Name:

Address:

Home Phone:

Mobile Phone:

Email Address:

Date of Birth:

What formal QUALIFICATIONS do you bring to this position at Complete Performance Solutions?

Tertiary qualifications: [] Please describe

Other qualifications: [] Please describe

Current First Aid []

Questions about yourself AT WORK, to help us get to know you better

I am happiest when....

My greatest career satisfaction comes when...

I am most proud of myself because...

My major strengths are...

The areas I need to work on are...

I get angry, upset or sad when...

My frustrations are...

The thing/things that hinder my progress are...

In a group I usually get most involved when...

When I am working by myself I ...

I believe in...

When I think about the future I see myself...

My goal annual income from this position with Complete Performance Solutions is...

What SKILLS will you bring to this position?

What EXPERIENCE will you bring to this position?

What IDEAS of yours have been successfully implemented into a company you have worked for?

Ideas that have improved the customer service excellence:

Ideas that have improved the smooth running and efficiency of the administration systems:

Ideas that have improved the quality of the product or service:

Ideas that have increased the bottom line (profit) for your company:

Your PROFESSIONAL DEVELOPMENT –

Please provide details of all training you have undertaken in the past 12 months, outside of work hours that have improved your value or worth to your organisation.

Books you have read:

Audio CDs you have listened to:

Seminars, workshops, courses, or conferences you have attended:

Availability (e.g. Mondays 6-9am & 3-6pm):

Mondays –
Tuesdays -
Wednesdays -
Thursdays -
Fridays -
Saturdays –

If you were to be successful in this position, how many hours would be ideal for you each week?

What do you know about Complete Performance Solutions?

Why do you want this position?

Why are you right for this position?

Describe the ideal company you would love to work for.

Work Skills

- Please circle the number that is most appropriate to you.
- Remember there is no right or wrong answer, as it is only important that your answers are honest.
- Please make a **COMMENT IN EACH SECTION**.

How organised are you?

1....2....3....4....5....6....7....8....9....10

1 = I live life moment by moment.

10 = I plan every hour of my day.

Comments:

Describe your time management skills.

1....2....3....4....5....6....7....8....9....10

1 = I never have enough time to do the things I have to or want to.

10 = I always make time for work, rest, and play.

Comments:

How do you handle stress?

1....2....3....4....5....6....7....8....9....10

1 = I never let anything get to me.

10 = I often feel out of control.

Comments:

Describe your attitude to your career.

1....2....3....4....5....6....7....8....9....10

1 = I work so I can make the money to enjoy life outside work.

10 = I don't work to make money - the money is an extra bonus for the fun and challenge I get from working.

Comments:

Describe your ability to handle evaluation, feed-back and confrontation.

1....2....3....4....5....6....7....8....9....10

1 = I don't seek out regular evaluation and/or feedback, and I avoid confrontation.

10 = I couldn't work without evaluation and feedback and I find confrontation a challenge.

Comments:

Describe your attitude to sales.

1....2....3....4....5....6....7....8....9....10

1 = I hate the idea of sales and sales people. 10 = Making sales turns me on-I love the challenge.

Comments:

Describe your desire to work as part of a team.

1....2....3....4....5....6....7....8....9....10

1 = I prefer to work by myself

10 = I work better in a team environment

Comments:

Describe your career aspirations

1....2....3....4....5....6....7....8....9....10

1 = I prefer to work for someone else and reduce the stress / hassle in my life.

10 = I want to be the boss/manager of someone else's business or I want to own my own business.

Comments:

Your Positivity Scale

1....2....3....4....5....6....7....8....9....10

1 = You share your problems and complaints with other team members. You get involved in office gossip and you complain about the things that don't suit you.

10 - You never share your problems and complaints with other team members. You never get involved in office gossip and you discuss your challenges with the people who can provide the solution.

Comments:

Your Accountability Scale

1....2....3....4....5....6....7....8....9....10

1 = You blame other people for your success or failure. You work to a set of rules & professional standards which are determined by your company and/or manager.

10 - You hold yourself accountable to your own professional standards and you are always striving for excellence, improvement and growth, regardless of the people around you.

Comments:

Specific Skills

Rate your experience in the following tasks and provide details or comments on each. Your position may not require competency in all of these tasks, so please be honest. (1 = nil; 2= some awareness; 3= some experience; 4= quite competent; 5= able to do & teach)

Diary management (and ability to do this for multiple staff) =

Development of systems and procedures =

Adherence to systems and procedures =

Bookkeeping =

Ability to convert telephone and website enquiries into customers =

Co-ordination of corporate health programs =

Marketing =

Customer service =

Customer retention =

What area of expertise would you say you have and why?

What motivates you to get out of bed at 5am on cold, wet day to come to work?

If you meet all the requirements for this job, how should you be rewarded?

If you exceed the requirements for this job, how should you be rewarded?

In what areas would you like to receive more training, experience, or knowledge?

Tell us what you know about Complete Performance Solutions

Personality Profile

In the spaces provided below identify the behaviors which are MOST—TO—LEAST characteristic of you as a person. Working left to right across the top of the page place a 4 next to the word used to describe you best, 3 second, 2 next and 1 the least like you. E.g.

Directing	4	Influencing	2	Steady	3	Cautious	1
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Directing		Influencing		Steady		Cautious	
Self certain		Optimistic		Deliberate		Restrained	
Adventurous		Enthusiastic		Predictable		Logical	
Decisive		Open		Patient		Analytical	
Daring		Impulsive		Stabilizing		Precise	
Restless		Emotional		Protective		Skeptical	
Competitive		Persuading		Accommodating		Curious	
Assertive		Talkative		Modest		Direct	
Experimenting		Charming		Loyal		Consistent	
Forceful		Sensitive		Sincere		Perfectionist	
Total for each column							

Referees

Name:

Company:

Phone Number:

Your position or relationship (and until when):

Name:

Company:

Phone Number:

Your position or relationship (and until when):

Thank you for applying to work with us at Complete Performance Solutions.

We will contact you within 10 days to let you know if you have made it through to the next stage of the application process.

Warmest regards

Leanne Hammond

Phone: (07) 3166 8183

Email: leanne@completeperformancesolutions.com