

## SELF ASSESSMENT CHECKLIST FOR APPLICANTS

We receive a high number of applications from people with a dual interest in working on Rottnest Island and in the hospitality industry. However, there have been instances when a person recruited to work for The Rottnest Island Authority discovers that the work environment is not what he or she thought it would be and that certain elements of the job are not suited to that individual.

The following list of questions may give you a better feel for the work environment at Rottnest Island and help you decide whether this is the job for you. Simply tick YES or NO to each of the questions.

A majority of YES responses are a good indicator that you might consider applying for positions advertised for the Rottnest Island Authority. Some NO responses should not discourage you from applying for a position.

	YES	NO
To the best of your knowledge are you able to meet the requirements for a Police Clearance?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold a current "C" Class drivers license or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
Are you someone who is comfortable wearing a uniform and portraying a corporate image?	<input type="checkbox"/>	<input type="checkbox"/>
Do you believe strongly in protecting the privacy of clients and customers, and therefore maintain confidentiality in your work practices at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Are you someone that reflects integrity and honesty in your work practices, especially during procedures that involve money transactions?	<input type="checkbox"/>	<input type="checkbox"/>
Are you someone who is willing to comply with Rottnest Island Authority policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Have you enjoyed participating in a business that provides holidays for visitors, especially family groups?	<input type="checkbox"/>	<input type="checkbox"/>
Would you be genuinely committed to the protection of the natural environment (flora and fauna) on Rottnest Island, as well as the heritage aspects of the island?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able and willing to travel to and from work by ferry every day, even in rough weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Are you someone who can always be relied on to be at a designated place on time e.g. daily early morning ferry trips?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able and willing to work in an environment that may require you to be isolated from family and friends?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able and willing to be very flexible in the shifts that you work, as well as participate in frequent rotation of tasks and service areas to accommodate seasonal service needs?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able and willing to work shifts that include weekends and over night stays on Rottnest Island, and public holidays, including Christmas, New Year and Easter as required?	<input type="checkbox"/>	<input type="checkbox"/>
Are you genuinely interested in working with people and have a desire to provide quality customer service?	<input type="checkbox"/>	<input type="checkbox"/>
Can you relate to people from different backgrounds and cultures in a respectful and sensitive manner?	<input type="checkbox"/>	<input type="checkbox"/>
Have you enjoyed working as part of a close knit team or within a small community environment?	<input type="checkbox"/>	<input type="checkbox"/>
Are you someone who reflects honesty and integrity in your personal relationships at work, always maintaining a patient and sensitive approach when interacting with co-workers?	<input type="checkbox"/>	<input type="checkbox"/>
Are you someone that others see as dependable?	<input type="checkbox"/>	<input type="checkbox"/>
Can you work under pressure and contribute positively as a member of your team?	<input type="checkbox"/>	<input type="checkbox"/>
Can you think on your feet and solve problems when you know service depends on your input and suggestions?	<input type="checkbox"/>	<input type="checkbox"/>

Questions continued over the page. Please turn over.

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	YES	NO
Do you have the sensitivity to deal with members of the public when they are distressed, confused, upset or obstructive?	<input type="checkbox"/>	<input type="checkbox"/>
Are you committed to always maintaining and developing your skills?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to undertake the following training?		
• Customer Service Training	<input type="checkbox"/>	<input type="checkbox"/>
• Cultural Awareness Training, including training in relation to the Indigenous culture.	<input type="checkbox"/>	<input type="checkbox"/>
• Basic First Aid Certificate, if required.	<input type="checkbox"/>	<input type="checkbox"/>
• Occupational Safety and Health Training.	<input type="checkbox"/>	<input type="checkbox"/>
Are you committed to maintaining your physical fitness (i.e. regular exercise as part of your every day life)?	<input type="checkbox"/>	<input type="checkbox"/>
Other than English, do you speak another language fluently?	<input type="checkbox"/>	<input type="checkbox"/>
If you responded YES to most questions, could you provide detailed examples if required?	<input type="checkbox"/>	<input type="checkbox"/>