



## CONFIDENTIAL APPLICATION FOR MEMBERSHIP

To lodge an application for membership of Hotel Concierge Society *Les Clefs d'Or* New Zealand, please complete all fields of this application in your own handwriting and send it to the address below

**RE: Les Clefs d'Or New Zealand Membership  
Secretary  
PO Box 7617  
Victoria Street West  
Auckland 1142  
New Zealand**

Interviews for prospective members will be held in April and October. To be considered, applications need to be received by the 1st of March (for April interviews) and the 1st of September (for October interviews).

Please allow one week from the date of the interview for official notification of membership status.

If you are unsuccessful for any reason you will be advised of reason(s) and feedback given. Interview notes and exam papers will not be returned and are considered property of HCSNZ once these have been submitted on completion of interview process.

If you have any further questions regarding the HCSNZ application process, please feel free to contact your closest active member of the society, or email us at [info@hotelconciergesocietynz.org](mailto:info@hotelconciergesocietynz.org)

**Applicant's  
photo**

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## PERSONAL DETAILS

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Telephone:

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

### Email:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Date of Birth:        /        /        Nationality: \_\_\_\_\_

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## EMPLOYMENT DETAILS

### CURRENT EMPLOYER

Name of Employer:	Manager:
Address:	Position:
	Telephone:
Position Held:	F/T <input type="checkbox"/> P/T <input type="checkbox"/> Cas <input type="checkbox"/>
Period Of Employment: From:        /        /	To:        /        /
Describe duties & responsibilities:	
Reference Contact	
Name:	
Position:	Telephone:

### PREVIOUS EMPLOYMENT

Name of Employer:	Manager:
Address:	Position:
	Telephone:

Position Held:	F/T <input type="checkbox"/>	P/T <input type="checkbox"/>	Cas <input type="checkbox"/>
Period Of Employment:	From:	/	/
	To:	/	/
Describe Duties & Responsibilities:			
Reason For Leaving:			
Reference Contact			
Name:			
Position:		Telephone:	

Name of Employer:	Manager:		
Address:	Position:		
	Telephone:		
Position Held:	F/T <input type="checkbox"/>	P/T <input type="checkbox"/>	Cas <input type="checkbox"/>
Period Of Employment:	From:	/	/
	To:	/	/
Describe Duties & Responsibilities:			
Reason For Leaving:			
Reference Contact			
Name:			
Position:		Telephone:	

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## PRIOR CONVICTIONS

As you are applying for a position of trust, we need to know if you have any prior criminal convictions:

Yes  No

If yes, please give details and dates:

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*(Police checks may be completed for certain positions)*

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## **SPONSORSHIP**

- Two active Hotel Concierge Society Les Clefs d'Or New Zealand members and
- My current employing Hotel General Manager support my application:

### **Les Clefs d'Or Active Member (#1)**

Name: ..... Sign: .....

Date: .....

### **Les Clefs d'Or Active Member (#2)**

Name: ..... Sign: .....

Date: .....

### **Hotel General Manager**

Name: ..... Sign: .....

Date: .....

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## **REFEREES (PREFERABLY BUSINESS)**

Name: .....

Position: ..... Company: .....

Telephone: ..... Email: .....

Name: .....

Position: ..... Company: .....

Telephone: ..... Email: .....

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## **ACKNOWLEDGMENT**

**I request to be considered for membership of Hotel Concierge Society *Les Clefs d'Or* New Zealand.**

**I certify that the above particulars are correct. If I have knowingly supplied false information my application and/or membership will be terminated. I am aware if I am accepted as a member, that membership fees will be due on the 20<sup>th</sup> of the following month.**

**Should this application be successful, I agree to be bound by the rules and regulations of the Hotel Concierge Society Les Clefs d'Or New Zealand, and to adhere to the Society's standards.**

**I declare that I have thorough knowledge of the statutes and rules of the society, and I declare my resolve to abide by them.**

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

All applicants will be treated with confidentiality and fairness. Thank you for your interest in becoming a member of the Hotel Concierge Society *Les Clefs d'Or* New Zealand.

## **THIS APPLICATION MUST BE SUPPORTED BY:**

1. A full, updated Personal Resume or Curriculum Vitae.
  2. A letter of personal statement detailing the reasons why you would like to become a member of *Les Clefs d'Or*. Include skills, strengths, experience, and anything else you feel you have to offer.
  3. A signed letter of reference from 2 active *Les Clefs d'Or* members recommending you. They also need to sign this form.
  4. A letter of reference from the General Manager of your employing Hotel recommending you. They also need to sign on page 2 of this form.
  5. Letters of reference from the General Managers or Human Resources Departments certifying previous hotel employment. It is requested they follow this document in reverse chronological order; from latest to earliest.
  6. Any available letters of reference and/or recommendation from any relevant individuals. This includes suppliers in travel, tourism, hospitality or related industries, and if possible comments from guests of your hotel.
  7. 2 x passport-sized photographs.
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## **REFERENCE:**

1. **(Extract from article V 1.2 of the constitution.)** Applicants found to have knowingly supplied false information will have their application terminated.
2. **(Extract from article V 1.4 of the constitution)** At the time of application, the prerequisite timeframe to have been served in the hotel lobby is five (5) years, two (2) of which as Chief Concierge, Assistant Concierge or Concierge. The applicant is also to be currently employed as a full time Concierge who works a minimum 32 hours a week.
3. **(Extract from article V 1.5 of the constitution)** Applications for the status of membership in all the categories shall be endorsed in writing by two (2) active member of the Society by written recommendation.

Should this application be successful, membership fees will be due by the 20<sup>th</sup> of the following month.

\*Entrance Fees for members joining in October are \$250.00 for 6 months (October to April)

Entrance Fees for members joining in April are \$600 for 12 months (including the AGM fee)

All Entrance Fees include: Annual Subscription Fees for that year, framed certificate, Golden Crossed Keys insignia (x2), Lapel Pin & smart casual Number 2 Uniform (Polo and Jacket)

\*6 months subscription from October through until the following April. From April the member is invoiced for the Standard Annual Membership Fee of \$500 (\$350 Annual Fees + \$150 AGM Fee)