

Application for Manager's Certificate

Character Reference Requirements

As you are aware, the position of Manager, in terms of the Sale of Liquor Act 1989 is an important position in a licensed premise. The references supplied with the application are used to help determine the suitability of the applicant.

To help us undertake this process references must be detailed and relevant to the character and reputation of the applicant and should include the following information:

- Association with the applicant and for how long
 - Suitability of the applicant to hold a Manager's Certificate and why
 - Ability to work and communicate with members of the public
 - Ability to handle and resolve difficult situations in relation to the sale or supply of liquor.
- The character reference supplied needs to be written and dated within the last twelve months.
- The address of the referee must be supplied with a contact daytime phone number.
- The reference must be signed by the referee.

Experience requirement

Work experience is an essential requirement when application for a General Manager's Certificate is being considered by the Agency.

Applicants are advised to attain a minimum of three months work experience as a bar person which must be indicated on the application form and submit a written confirmation from previous employers as proof thereof.