



## APPLICATION FOR EMPLOYMENT

Title and Name	
Position Applied For	
Alternative Position	
Start Date Available	
No and Street Name	
Suburb and Post Code	
Mobile No	
Home Telephone No	
Email Address	
Date of Birth	
Which of the following categories describes your residency status: Australian Citizen, Australian Permanent Resident or Foreign National with permission to work?	
What identification can you provide?: Passport, Birth Certificate, Foreign Passport, Visa	
Have you been employed by Club previously? If yes, please provide dates	
Are you currently undertaking any form of study? If yes, give details	
Do you suffer from any ailment, allergy or disability, which may affect your work performance or ability to perform any of the tasks relative to the position applied for? If yes give details	
Do you take any medication which may affect your work performance or ability to perform any of the tasks relative to the position applied for? If yes give details	

**AVAILABILITY** (You must be available to work a flexible roster which could include nights and weekends.)

<b>Day</b>	<b>Start time</b>	<b>Finish time</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**EDUCATION**

<b>Education</b>	<b>Name of School/Institution</b>	<b>Year completed</b>	<b>Qualification obtained</b>
Secondary			
Tertiary			
RSA			
RCG			
First Aid			
Other			

**EMPLOYMENT RECORD** (Last 3 employers or last 10 years with last employer first)

<b>Employer</b>	<b>Position &amp; duties</b>	<b>From</b>	<b>To</b>	<b>Reason for leaving</b>	<b>Reference: Name, address &amp; phone</b>

**SKILLS** (Food & beverage, gaming, reception, administration, kitchen etc.)

Skill	Experience	Remarks

**DECLARATION**

- I authorise Balgowlah RSL Memorial Club to obtain any job related information regarding myself and hereby release any person, firm or institution of all liability for any damage whatsoever issuing such information.
- I declare that all information supplied in this application is true and any false or misleading information may be grounds for immediate dismissal from the employment of Balgowlah RSL Memorial Club.
- You must be willing to obtain a National Police Check at your own expense to be considered for employment with Balgowlah Memorial RSL Club. Any conviction, may not necessarily preclude employment, however it is important for this disclosure to be made prior to any offer of employment being offered. Have you ever been convicted of a criminal offence? Please note that any answer you supply to this question is CONFIDENTIAL.
- If employed, I agree to abide by the policies and procedures of Balgowlah RSL Memorial Club and to wear uniform as directed for my employment.
- I agree to have my wages credited to my bank/savings account by the pay office each week.
- I acknowledge that all new employees' are on a 6 month qualifying probation period.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**What happens after you submit your application?**

Your application will be given consideration, however due to the large numbers of applications received, we will only contact shortlisted applicants. Applications will be held on file for up to two months and applicants notified should any suitable vacant positions arise. Beyond two months, applications will be disposed of in a secure manner. You are welcome to reapply after this time.

**ALL SUCCESSFUL APPLICANTS MUST HAVE CURRENT RSA/RCG CARDS AND A NATIONAL POLICE CHECK AT THE TIME OF COMMENCING EMPLOYMENT.**