

HORNSBY RSL CLUB LIMITED EMPLOYMENT APPLICATION FORM

1. CONTACT DETAILS.

Mr (<input type="checkbox"/>) Mrs (<input type="checkbox"/>) Ms (<input type="checkbox"/>) Miss (<input type="checkbox"/>)	Date of application:
First Name:	Surname:
Address:	
Suburb:	State: Post Code:
Home Phone:	Mobile Phone:
Work Phone:	D.O.B:

Please complete this form, attach your Resume' and copies of RSA and RCG certificates and deliver it personally to our Duty Manager who will be giving you a brief interview.

2. ELIGIBILITY.

a) Are you over 18 years old?	Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)
b) Are you a permanent resident or citizen of Australia?	Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)
c) If not a resident or citizen are you legally permitted to work in Australia?	Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)
d) If you are in Australia on a visa indicate type and number: Visa type:	Visa No:
e) Do you speak any other languages?	Yes (<input type="checkbox"/>) No (<input type="checkbox"/>) What Language

3. AVAILABILITY FOR WORK.

Place a "TICK" in the box to indicate when you are available to work :

	All Day (tick)	AM Commence	PM commence	Not available at all (provide reason)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

* All staff need to be available on Thursday, Friday and Saturday nights due to peak club trading.

4. WORK TYPE & STATUS YOU ARE APPLYING FOR (you may tick more than one box).

Gaming (<input type="checkbox"/>)	Bar (<input type="checkbox"/>)	Food & Beverage (<input type="checkbox"/>)
Cellar (<input type="checkbox"/>)	Reception (<input type="checkbox"/>)	Administration (<input type="checkbox"/>)
Status: Full - time (<input type="checkbox"/>)	Part - time (<input type="checkbox"/>)	Casual (<input type="checkbox"/>)

5. EDUCATION & QUALIFICATIONS.

Certificate	Year obtained	Institution

6. LICENCES & CERTIFICATES OBTAINED: (Please tick).

Responsible Service of Alcohol Certificate	()
Responsible Conduct of Gaming Certificate	()
NSW First Aid Certificate	()
Australian Driver's Licence	()
Security Class 1ABC Licence	()
Other:	

7. EMPLOYMENT HISTORY.

(If you have attached your Resume then please do not continue filling out this section.)

Position	From	To	Organisation	Relevant skills obtained

8. REFEREE'S : (should be work related).

By giving the names and contact numbers of these referees you are giving consent for Hornsby RSL Club to contact them.

REFEREES & REFERENCE CHECKS	
Referee No.1. Name: Title:..... Company:..... Contact No:	Referee No.2. Name:..... Title:..... Company:..... Contact No:

9. PERSONAL HISTORY.

Have you been convicted of a criminal offence within the past five (5) years?	Yes ()	No ()
Have you ever been convicted of an offence relating to theft, dishonesty or gaming	Yes ()	No ()
If you have answered "Yes" to any of the above questions please provide further details here:		

10. PERSON TO NOTIFY IN CASE OF ACCIDENT OR ILLNESS.

Name:	Relationship:
Address:	Contact No:

11. HEALTH CONCERNS:

Are you aware of any health problem or mental condition likely to affect your work performance?

(Please circle) YES NO

12. PROBATION:

I understand and accept that as a condition precedent to my obtaining the position applied for, I shall have to undergo a probationary period of 6 (Six) months. At the end of this period the Club may, at its sole discretion, confirm or annul the appointment.

13. DECLARATION:

I further declare that the statements made by me in this application are true, complete and correct. I understand that a false or misleading answer to any question in this application will be regarded as misconduct and will be grounds for my dismissal from employment. I also understand that as a hospitality venue I am expected to work: early mornings, nights, public holidays and weekends as required.

*** I, the undersigned, confirm that I have attached relevant certificates and a copy of my Resume.**

NAME: SIGNATURE: DATE:
(Print)

Recruitment of new staff takes place on a “as need” basis. You will be contacted by phone if required to attend an interview.

Office Use Only:

Name of Interviewer:
Comments:
Appearance:.....
Attitude:
Interview recommended: YES NO