

Application for Employment

Position applied for: _____

Have you ever been employed by the club? If so when? Yes / No _____

What is your availability to work?

- Every day including shift work
- Week days only
- Weekends only
- Week nights only
- Day time only
- Other: _____

When will you be available to start work? _____

How many hours a week are you prepared to work? _____

Personal Details

Given Name: _____ Surname: _____

Preferred name: _____

Address:

Telephone (Daytime): _____ Mobile: _____

Email: _____

Are you an Australian Citizen? Yes / No

If No, what is your current residency status? Permanent / Temporary

Type of Visa: _____ Expiry: _____

Current Qualifications

Qualification Title	Institution/Training Provider	Year Completed

RSA: YES / NO **Expiry:** _____

RCG: YES / NO **Expiry:** _____

Previous Employment (most recent first)

<i>Employer Name/ Establishment</i>	<i>Start/Finish Date</i>	<i>Position Held</i>	<i>Reason for Leaving</i>

Do you agree to have referees contacted in relation to this application? YES / NO

(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)

References:

<i>Name</i>	<i>Contact Number</i>	<i>Position Held/ Working Relationship</i>

Have you had any previous workers compensation claims? YES / NO

Please provide any other information that you identify as being relevant to this application (eg- medical conditions, disabilities)

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employments with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed: _____

Date: _____

OFFICE USE ONLY- CONFIDENTIAL

Reference Checks

Reference Name	Comments	Re-employ?	Initial	Date

Action

Interview arranged for: _____

Offer of employment made: _____

Position: _____

Letter of advice sent: _____

Letter of appointment signed: _____

Induction due on: _____

Payroll details entered: _____

Probationary period expires on: _____

Notes: _____

