



ARANA LEAGUES CLUB – EMPLOYMENT APPLICATION FORM

Arana Leagues Club is an equal opportunity employer. All applications are treated with the strictest confidence.

PLEASE COMPLETE THIS FORM USING EITHER BLACK OR BLUE PEN

RECEPTION USE ONLY: Application received by: _____ Date submitted: _____

PREFERRED POSITION:	PREFERRED WORK OPTION (Please tick) Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>
OTHER POSITIONS YOU ARE INTERESTED IN:	AVAILABILITY TO WORK (Please tick) Every day (incl. shift work) <input type="checkbox"/> Week days only <input type="checkbox"/> Weekends only <input type="checkbox"/> Day time only <input type="checkbox"/> Other (please specify) <input type="checkbox"/>
WHEN CAN YOU BEGIN WORK?	TOTAL WEEKLY HOURS YOU ARE AVAILABLE:
Were you referred by a current staff member? YES/NO If yes, who? _____	
Have you ever been employed by Arana Leagues Club before? YES/NO If yes, when? _____	
PERSONAL DETAILS	
SURNAME:	GIVEN NAMES:
STREET ADDRESS:	SUBURB: POSTCODE:
PHONE (H):	PHONE (M):
EMAIL:	
Are you an Australian Citizen/Permanent Resident? YES/NO	If no, what is your VISA number?
Are you legally allowed to work in Australia? YES/NO	

PLEASE BE ADVISED: It is a requirement of your employment to have a National Police Check / Visa Check completed. If you have a criminal history this will show up in the National Police Check or alternatively if your VISA is invalid, this will also be evidenced. You will need to be aware that negative responses may impact on your application's success.

It is also a requirement of ongoing employment with the Club that regular National Police Checks / VISA Checks may be obtained of all employees.

Completion and submission of this application form to the Arana Leagues Club means that you are aware of this requirement, you give permission to have the relevant checks carried out and you agree to sign the necessary paperwork to facilitate this occurring. Refusal to comply with this provision subsequent to engagement will be considered serious misconduct and may result in the immediate termination of your employment.

EMPLOYMENT HISTORY

Please list your last 3 employers with your most recent employer first

EMPLOYER: _____ TOWN / SUBURB: _____

POSITION HELD: _____ FROM: ___/___/___ to ___/___/___

KEY DUTIES: _____

REASON FOR LEAVING: _____

REFEREE: _____ PH NUMBER: _____

EMPLOYER: _____ TOWN / SUBURB: _____

POSITION HELD: _____ FROM: ___/___/___ to ___/___/___

KEY DUTIES: _____

REASON FOR LEAVING: _____

REFEREE: _____ PH NUMBER: _____

EMPLOYER: _____ TOWN / SUBURB: _____

POSITION HELD: _____ FROM: ___/___/___ to ___/___/___

KEY DUTIES: _____

REASON FOR LEAVING: _____

REFEREE: _____ PH NUMBER: _____

DECLARATION

The Arana Leagues Club will only use your personal information for the purpose of assessing your application for employment. If your application is successful, this information will be transferred across to the HR Information System. The information we collect from you will be handled sensitively and securely with proper regard for your privacy. If you do not provide some the personal information we request when you apply for a position with the Arana Leagues Club, we may not be able to process your application. We may contact referees, whose details are provided by you, as part of our standard recruitment process.

I have read the above declaration and fully understand the terms specified.

I hereby certify that the above information is true and correct and complete to the best of my knowledge and belief and consent to the Club pursuing a National Police Check / Visa Check, employment reference checks.

SIGNED:

DATED: