



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 : _____
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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

TITLE:	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.

CAPACITY TO WORK

Are you over the legal minimum working age?

YES/NO

Date of Birth: / /

(Junior Positions only)

Are there any medical issues / factors / pre-existing injuries or medical conditions that may prevent you from or that may be aggravated by you carrying out the full allocated duties?

YES/NO

If you answered yes to the above question, please provide details: _____

Do you suffer from a medical condition/s that may require the Club to obtain special knowledge and / or training to protect your health and safety i.e. asthma, diabetes, allergies etc.?

YES/NO

If you answered yes to the above question, please provide details: _____

It is a requirement of your employment at the Club that you provide a detailed disclosure of any pre-existing injury / injuries or medical condition/s. If you knowingly supply false or misleading information, you will not be entitled to compensation or damages under the Worker's Compensation and Rehabilitation Act 2003 for any event that aggravates the non-disclosed pre-existing injury or condition.

Failure to comply with these requirements including making a false or misleading disclosure may result in your application for employment being rejected and / or your employment terminated.

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: _____

EXPERIENCE

Please tick (✓) if you have experience in any of the following areas:

Administration		Customer Service	
Bar		Functions	
Bingo		Gaming	
Cafe		Keno	
Cashier		Kitchenhand	
Cellar / Storeperson		POS Systems	
Chef		Promotions	
Childcare		Reception	
Cook		Restaurant Food Service	
Courtesy Bus Driver		TAB	

EDUCATION AND TRAINING

Responsible Service of Alcohol YES / NO

Responsible Service of Gaming YES / NO

Blue Card YES / NO

Please list any other qualifications you possess which are relevant to the Club and / or hospitality industry:

Qualification	Date Completed	Name of institution

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 and an application to the Worker's Compensation Regulator to obtain full details of my Worker's Compensation history.

SIGNED:

DATED: