



APPLICATION FOR EMPLOYMENT

Private and Confidential

Club Toukley RSL is an equal opportunity employer

Please be advised that only potential candidates will be contacted

PERSONAL DETAILS

Position applied for: _____ Male Female

First Name: _____ Surname: _____ DOB: ___ / ___ / ___

Address: _____ Post Code: _____

Phone: _____ Mobile: _____

Email: _____

Are you over 18 years of age? Yes No

Are you a permanent resident of Australia? Yes No

For literacy and language purposes associated with training, is English **your first** language?
 Yes No

If no, please list other languages spoken: _____

EDUCATION AND TRAINING DETAILS

List qualifications obtained from most recent education – e.g. High School, College or University

High School Name: _____ Year Completed: _____

College / TAFE / university Studies: _____ Year Completed: _____

SKILLS SUMMARY

Have you obtained and have copies of the following certificates? Please tick all relevant boxes.

Responsible Service of Alcohol (RSA): - Competency Card

Responsible Conduct of Gambling (RCG): - Competency Card

Certificate II or III Hospitality Certificate IV Frontline Management

Have you completed any other training or hold any licences that you feel is relevant to this application?
Please list.



DRIVER'S LICENCE

Do you hold a current Australian driver's licence?

Yes

No

If yes, what type of licence do you hold?

Red P Plate

Green P Plate

Full Licence

What class of licence do you hold? _____

EMPLOYMENT HISTORY

Please commence with the most current employer first.

Please attach a current resume to this form once completed.

1. Name of Employer: _____
 Title / Role: _____
 Period of Employment (Date): ____ / ____ / ____ to ____ / ____ / ____
 Reason for leaving: _____

2. Name of Employer: _____
 Title / Role: _____
 Period of Employment (Date): ____ / ____ / ____ to ____ / ____ / ____
 Reason for leaving: _____

Why would you like to work at Club Toukley RSL? _____

Please use two (2) words that best describe you:

1. _____
2. _____

REFEREES

Relevant to the above roles:

1. Name: _____ Company: _____
 Position: _____ Contact No.: _____

2. Name: _____ Company: _____
 Position: _____ Contact No.: _____

HEALTH DETAILS

Is there anything in your personal circumstances which may affect your ability to carry out the inherent requirements of the role(s) you are applying for? Yes No

If 'Yes', please provide details: _____

Toukley RSL Club Ltd

STAFF AVAILABILITY SCHEDULE

Please complete the following table with the times and days that you are available to work. Club Toukley RSL opens at 9.30am 7 days a week, closing times are listed below:

- Monday / Wednesday: 11pm
- Tuesday / Sunday: 10pm
- Thursday: 12am (midnight)
- Friday / Saturday: 3am

The earliest shifts start at 7am, with the latest shifts times finishing at 3.15am. This schedule is used as one of our selection criteria and should you be successful in your application this is the availability that will be used to roster you for shifts. If your availability should change once you commence employment and it no longer meets the needs of our business we reserve the right to discontinue the employment. Please note that changes in personal circumstances beyond your control are taken into account.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Earliest available start time							
Latest available finish time							

Ideal Hours / Shifts you are seeking: _____

CONDITIONS OF EMPLOYMENT

Listed are the conditions of employment with Club Toukley RSL. To be eligible for employment, only those candidates who meet the following criteria will be considered.

- Potential candidates should be aware that our vacancies mainly exist at night – with emphasis on nights and weekends. **These times are crucial to our business and there will be NO EXCEPTIONS. No particular shifts are offered on a permanent basis.**
- Potential candidates are required to provide proof of identity via photo ID e.g. current passport / driver’s licence / student ID.
- Employment is governed by a six month minimum employment period in accordance with the Fair Work Act 2009, and only at the successful completion of this period will the employee’s employment be confirmed.
- Hours of work vary according to the employee’s employment status and to the needs of the business. Generally speaking, hours can range from a three hour to a twelve hour shift (staff must be aware that they can be on their feet for this amount of time).
- **Leave is not permitted to be taken by anyone in November / December as this is our busiest time of year. All new employees will be required to work over the Christmas and New Year period.**
- **Club Toukley RSL has strict grooming and personal presentation guidelines.** All employees will be expected to comply with these guidelines. This will be discussed at your interview and again at your induction. **No visible tattoos or body piercings are allowed, including eye brow, noes, lip piercings etc.** Successful candidates are issued with the full grooming policy before commencement.
- Smoking is only permitted in the designated staff area.
- Should you be successful in your application, you will be required to attend (in paid time), an induction and Work Health & Safety training session.
- Your current and ongoing availability will be one of the determining factors for your employment opportunity with Club Toukley RSL.



GENERAL

Have you been previously employed by Club Toukley RSL?

Yes No

Do you have any objection to Club Toukley RSL contacting your referees?

Yes No

DECLARATION

I agree that the employer has the right to terminate my services within the minimum employment period of six (6) months should I not work at a satisfactory level. I agree to the examination of the contents of all vehicles, parcels, baggage carried by or in the possessions of myself into or out of the employer’s premises. I understand that theft and / or fraud are dismissible offences.

I further declare that the statements made by me in this application are true and complete, and understand that a false statement or dishonest answer will be regarded as misconduct and will be grounds for dismissal of employment.

Applicants Signature

_____/_____/_____

Date

Toukley RSL Club Ltd

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