



Application for Employment

Please note: You will only be contacted if there is a position available or if you have been shortlisted for an interview for a position. Club Merrylands Bowling will keep your resume and application on file for 60 days and will discard after that time, so you may need to reapply.

PERSONAL DETAILS

Surname: _____

First Name: _____ Other Given Name/s: _____

Date of Birth: _____ / _____ / _____ Age: _____

Address: _____

Town/Suburb: _____ State: _____ Post Code: _____

Home Phone: _____ Mobile Phone: _____

Business Phone: _____ Other Contact Number/s: _____

POSITIONS APPLIED FOR

Type of Position/s: _____

Category of Employment: (please circle) Full Time Part Time Casual

WORK AVAILABILITY

You will be expected to work Shift Work, School Holidays, Public Holidays, New Years Eve, possibly rotating rosters and other special events the Club may hold.

Please advise of the date you are available to commence work: _____ / _____ / _____

Do you have any restrictions on the hours you are available to work? (Please circle) YES NO

If yes please give details below of when you **ARE** available to work: _____

Do you have your own transport? (Please circle) YES NO

INDUSTRY EXPERIENCE

Please state Hospitality specific experience you possess: _____

Note: Your application cannot be processed until OLGR or Liquor Administration Board (LAB) approved RSA and RCG courses have been completed and employment cannot commence until original copies of certificates have been sighted. If you have applied for an administration position you may not need these certificates.

EMPLOYMENT HISTORY - Please provide details of your 3 most recent employers (most recent first)

1.
Employer (Full Name and Address): _____

Dates Employed From: _____ / _____ / _____ To: _____ / _____ / _____
Position/s Held: _____
Reason/s for leaving: _____
Name of Supervisor/Manager: _____ Contact Number: _____

2.
Employer (Full Name and Address): _____

Dates Employed From: _____ / _____ / _____ To: _____ / _____ / _____
Position/s Held: _____
Reason/s for leaving: _____
Name of Supervisor/Manager: _____ Contact Number: _____

3.
Employer (Full Name and Address): _____

Dates Employed From: _____ / _____ / _____ To: _____ / _____ / _____
Position/s Held: _____
Reason/s for leaving: _____
Name of Supervisor/Manager: _____ Contact Number: _____

REFEREES

1.
Name: _____ Relationship: _____
Contact Numbers: _____

2.
Name: _____ Relationship: _____
Contact Numbers: _____

3.
Name: _____ Relationship: _____
Contact Numbers: _____

EDUCATION / QUALIFICATIOIS / TRADE SKILLS - Please list most recently received qualification/skill

	NAME AND LOCATION OF SCHOOL TRAINING INSTITUTE	STUDY DURATION (From / To)	DEGREE / CERTIFICATE OBTAINED
SECONDARY			
TERTIARY			
PROFESSIONAL TRAINING COURSES			
TRADE SKILLS			

Please also state any further information or details you feel may support your application, relevant to training and experience:

Please answer all of the following questions – Please Circle as required

- | | |
|--|---|
| <p>1. Are you older than 18 years?
YES NO</p> <p>2. Are you prepared to work in areas where there is cigarette smoke and / or ashtrays?
YES NO</p> <p>3. Are you prepared to abide by our workplace rules and regulations?
YES NO</p> <p>4. Are you prepared to wear regulation uniforms?
YES NO</p> | <p>5. Do you have any objections to our seeking verification of, and additional information to, any matter within this application, including contacting your previous employers for reference checking purposes?
YES NO</p> <p>6. Do you have any physical limitations, which Could prevent you from carrying out allocated duties?
YES NO</p> <p>If yes, please give details: _____

_____</p> |
|--|---|

EMPLOYMENT & PROBATION – Please circle

Please note: It is a Policy of the Club for all potential new employees to undergo a Pre-Medical Examination prior to employment. Employment will be offered once the Doctor has deemed you fit for the role you have applied for. Please sign the declaration below.

I understand and accept that if I am employed with the Club, it will be subject to a three (3) month probationary period, which could be extended to six (6) months should the need arise.

YES

NO

APPLICANT'S DECLARATION – Please read carefully before signing

- I Authorise Merrylands Bowling, Sporting and Recreation Club Ltd (Trading as Club Merrylands) to obtain information regrading myself, including any previous workers' compensation records. I hereby release any person, firm or institution of all liability for any damages whatsoever issuing from such information. I further declare that the information supplied in this application is true, complete and correct, and I understand that any false or misleading information may be grounds for immediate termination from employment with Merrylands Bowling, Sporting and Recreation Club Ltd.
- I will attend the Club's nominated Doctor for a premedical examination. The club will cover the cost of the examination.

APPLICANT'S SIGNATURE: _____

DATE: _____

NOTE: All applications will be treated with confidentiality and fairness.

Thank you for your interest in joining Club Merrylands.

REFERENCE CHECKING DETAILS

1.

Referee's Name: _____ Relationship to Applicant: _____

Company Name (if necessary): _____ Period known applicant for: _____

Applicant's position at company (if required): _____

Dates of Employment Period: From: _____ To: _____

Overview of Work Performance: _____

Applicants Strengths: _____

Applicants Weaknesses / areas for development: _____

Reliability? YES NO **Honesty?** YES NO **Eligible for rehire?** YES NO

2.

Referee's Name: _____ Relationship to Applicant: _____

Company Name (if necessary): _____ Period known applicant for: _____

Applicants position at company (if required): _____

Dates of Employment Period: From: _____ To: _____

Overview of Work Performance: _____

Applicants Strengths: _____

Applicants Weaknesses / areas for development: _____

Reliability? YES NO **Honesty?** YES NO **Eligible for rehire?** YES NO

PAYROLL USE ONLY

Start Date: _____ Employee Number: _____

Position: _____ Pay Rate / Level: _____