

# APPLICATION FOR EMPLOYMENT

Private & Confidential

Revesby Workers' Club is an equal opportunity employer

**Please be advised that only potential candidates will be contacted**

## PERSONAL DETAILS

Position applied for : \_\_\_\_\_ Date : \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ ☐ Male ☐ Female

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Are you over 18 years of age? ☐ Yes ☐ No

Are you a permanent resident of Australia? ☐ Yes ☐ No

If "No", indicate visa type: ☐ Temporary Expiry Date: \_\_\_\_\_

☐ Student Expiry Date: \_\_\_\_\_

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 indicate with a (x)**

☐ Responsible Service of Alcohol (RSA) - Circle either: - Certificate and/or Competency Card

☐ Responsible Conduct of Gambling (RCG) - Circle either: - Certificate and/or 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 position? **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 résumé to this form once completed.

1. Name of Employee : \_\_\_\_\_

Title / Role : \_\_\_\_\_

Period of Employment (Date) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for leaving : \_\_\_\_\_

2. Name of Employee : \_\_\_\_\_

Title / Role : \_\_\_\_\_

Period of Employment (Date) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for leaving : \_\_\_\_\_

Why would you like to work at Revesby Workers' Club? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you willing to undergo a pre-employment screening test?

☐ Yes ☐ No

## STAFF AVAILABILITY SCHEDULE

Please complete the following table with the times and days that you are available to work. Revesby Workers' Club opening times are **Monday to Sunday 9am till 6am (with the latest shifts finishing at 6.30am)**. 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 per week : \_\_\_\_\_

## CONDITIONS OF EMPLOYMENT

Listed are the conditions of employment with the Revesby Workers' Club. 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 shifts **overnight from Monday through to Sunday and public holidays. Overnight shifts can involve 6.30am finishing times. These times are crucial to our business and there will be NO EXCEPTIONS.** Day shifts only occur with the fluctuations of our business needs, or due to the need to cover staff absences. **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.
- Potential candidates may be required to undergo a pre-employment functional assessment and child protection screening assessment.
- 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 minimum to a ten hour maximum (staff must be aware that they can be on their feet for this amount of time).
- **Annual leave is not permitted to be taken by anyone in December as this is our busiest time of the year. All new employees will be required to work over the Christmas and New Year period.**
- **Revesby Workers' Club 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, nose, lip piercings etc.** One pair of earrings in the lower lobe is acceptable. 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 Revesby Workers' Club.

## CRIMINAL CONVICTIONS

Given the nature of the work done by the Revesby Workers' Club, it is relevant for us to know certain things about the criminal records  
(if applicable) of our applicants.

Have you ever been convicted of any criminal offence which has not been quashed, pardoned or spent?  
(see note below)

☐ Yes ☐ No

If "Yes" please describe the convictions(s): \_\_\_\_\_  
\_\_\_\_\_

Notes: A conviction for an offence under the Commonwealth or Territory law is spent if:

- (i) It has been 10 years from the date of the conviction (or 5 years for juvenile offenders)
- (ii) the individual was not sentenced to imprisonment for more than 30 months
- (iii) the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period

If you are unsure as to how to answer this question, please seek legal advice.

## GENERAL

Have you been previously employed by the Revesby Workers' Club? ☐ Yes ☐ No

Do you have any objections to the Revesby Workers' Club contacting your referees? ☐ Yes ☐ No

## WORKING WITH CHILDREN

If this application involves working with children, you will be required to provide a clearance under the new "Working with Children Check" guidelines (current from 15 June 2013).

Please note that positions applied for in Health Mates Fitness Centre, The Tree House Childcare Centre, and Revesby Workers' Crèche require this check.

I am aware that I will have to provide a Working with Children Check. ☐ Yes ☐ Not Applicable

## 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 also agree to pre-employment screening should this be applicable. 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date