



Employment Application Information

Please complete this application form in detail, **remembering to attach a photocopy (forms will not be returned)** of all your necessary documentation. This should **include resume, RSA and RCG certificates, and any other relevant documents**, which you feel, may be beneficial to your application.

Please be aware that applications WILL NOT BE ACCEPTED unless photocopies of RSA and RCG certificates are attached to form.

Upon completion you may leave this application form with reception or in turn you can mail it back to the club addressed to:

Forestville RSL Club
Attn: Ken Robinson, Human Resources
PO Box 21
Forestville 2087

We will consider your application and if not successful at this time you will be notified via email. We will continue to hold your application on file for a period of six to eight weeks in the event that a position becomes available. If after this time period you have not been contacted please feel free to re-submit your application.

Please note also that **original RSA and RCG certificates** must be sighted at interview.

**MANAGEMENT
THE FOREST CLUB**

FORESTVILLE RSL CLUB LTD

Application for Employment

Position Applied for: _____ Date : _____

Mr/Mrs/Ms/Other: _____ Surname: _____ First Name: _____ DOB (optional) ___/___/___

Address: _____ Postcode: _____

☎ Home: _____ Mobile: _____ Email: _____

Referred by current Club Employee Yes No Name of employee: _____

Start Date Available: _____ Availability: Full time Part time Casual

Are you an Australian Resident? Yes No

Are you legally permitted to work in Australia Yes No

Please print your availability (bearing in mind that ability to **work weekend shifts is essential** and **finishing times are more than often after midnight.**)

Day	Yes/No	Available from
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Skills checklist (please circle any area that you have had experience in)

Beverage Gaming Bingo Courtesy Bus Driver First Aid
 Tray Service Keno Promotions Maintenance Administration
 Cellar Tab Reception Other.....

Education/Qualifications

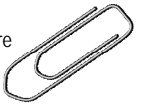
School/Institution	Qualification Attained	Year Completed
Secondary		
Tertiary		
RSA (Responsible Service of Alcohol)		
RCG (Responsible Conduct of Gaming)		
First Aid		
Other		

RSA & RCG essential

Are you currently undertaking any form of study? Yes No If yes please give detail.....

Employment History (most recent first)

Attach relevant documents here



1. Company Name: 

Contact Person: Reason for Leaving:.....

..... Position held:..... From:...../...../..... To:/...../.....

2. Company Name: 

Contact Person: Reason for Leaving:.....

..... Position held:..... From:...../...../..... To:/...../.....

3. Company Name: 

Contact Person: Reason for Leaving:.....

..... Position held:..... From:...../...../..... To:/...../.....

Do you authorise us to contact these referees to discuss your previous employment?

Yes No

General

Have you ever received Workers Compensation for any reason? Yes No

If yes are you still receiving either Workers Compensation or Rehabilitation or payments?

Please give details.....

Do you suffer from any ailment, allergy or disability, which may affect your work performance or ability to perform any of the tasks relative to the position applied for?

Yes No If yes please give detail.....

Do you take any medications, which may affect your work performance or ability to perform any of the tasks relative to the position applied for?

Yes No If yes please give detail.....

Have you ever been discharged from employment because of unsatisfactory work or conduct?

Yes No If yes please give detail.....

Have you in the last 5 years been convicted of any offence other than minor traffic infringements? Yes

No If yes please give detail.....

As we are in the hospitality industry our heaviest trading occurs around public holiday periods, as a result you will most likely be asked to work during these periods e.g. Christmas Eve, New Years Eve, Easter, Anzac Day etc. I accept that these conditions are part of my employment here: Yes No

Is there any additional information you wish to give? Yes No

If yes please give detail.....

Declaration

I understand that any offer of employment is based in the accuracy of statements contained in this application. I declare that to the best of my knowledge the information supplied by me on this application is true and correct and any false, suppressed or misleading information, if I am accepted as an employee may be grounds for immediate dismissal/termination from employment.

If employed I agree to abide by the policies and procedures of Forestville RSL and to wear the uniform at all times as directed by my employer and I agree to return it in good condition upon my cessation of employment.

I will abide by the company rules and policies as contained in the Staff Handbook, Noticeboard or Manuals.

All new employees are on a three-month probationary period.

Applicants Signature..... Date/...../.....