



APPLICATION FOR EMPLOYMENT

Tweed Heads Bowls Club is an equal opportunity employer.

Please be advised that only potential candidates will be contacted.

In completing this application, please complete ALL sections and provide as much information as possible.

PERSONAL DETAILS:

Name: (Surname) _____ (First Name) _____

Address: _____ Postcode _____

Phone: _____ Mobile: _____ Business: _____

Email: _____

Next of Kin: Name: _____ Phone: _____ Relationship: _____

Are you over 18 years of age? Yes No

Do you have your own transport? Yes No

Are you a permanent resident of Australia? Yes No

If "No", indicate visa type: Temporary Expiry Date: _____

Student Expiry Date: _____

EMPLOYMENT: Please indicate with a (X)

Are you seeking employment: Full Time Part Time Casual

Position/Areas of the Club that you wish to apply for:

- Bar Attendant Restaurant Gaming/TAB Attendant Cellar
- Kitchenhand Chef Receptionist Clerical
- Cafe Attendant Maintenance Other (description) _____

EDUCATION AND TRAINING DETAILS:

List qualifications obtained from most recent education – eg, High School, College or University etc...

High School Name: _____ Year Completed _____

College/TAFE Studies: _____ Year Completed _____

University Studies: _____ Year Completed _____

Have you obtained and have copies of the following certificated. **Please indicate with a (X)**

- Responsible Service of Alcohol (RSA)
- Responsible Conduct of Gaming (RCG)
- Certificate II or III Hospitality

Have you completed any other training that you feel is relevant? **Please List**

EMPLOYMENT HISTORY: Please commence with the most current employer first

Name of Employer	Title/Role	Period of Employment
		Dates: / / Reason for leaving:
Name of Employer	Title/Role	Period of Employment
		Dates: / / Reason for leaving:
Name of Employer	Title/Role	Period of Employment
		Dates: / / Reason for leaving:

REFEREES:

Please provide the names of 3 referees who may be contacted regarding your past employment.

Name	Company	Position	Phone Number
1.			
2.			
3.			

AVAILABILITY SCHEDULE:

Please complete the following table with the times and days that you are available to work. Tweed Heads Bowls Club is open up to 16 hours per day, 7 days per week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Earliest available start time							
Latest available finish time							

Ideal Hours you are seeking per week: _____

When would you be available to commence employment: _____

HEALTH DETAILS:

Due to Occupational Health and Safety requirements do you have any condition that will cause you to be absent from the workplace for prolonged periods of time and/or pose a significant risk to others? Yes No
If "Yes" please provide details:

Do you have any condition that will, in any way, hinder your current or future ability to perform the position for which you have applied? Yes No
If "Yes" please provide details:

Are you prepared to undertake a pre employment medical examination? Yes No

CRIMINAL CONVICTIONS:

Given the nature of the work done by the Club, it is relevant for us to know certain things about the criminal records (if applicable) of our applicants. Therefore, please list any convictions for criminal offences that do not fall into the following categories:

- The conviction is spent. That is, it has been 10 years since the date of conviction (5 years for juvenile convictions) and the sentence was a bond, fine, community service or prison sentence of not more than 30 months and there has not been a subsequent conviction or
- The conviction was quashed. That is set aside by the court or
- The conviction was pardoned. That is, set aside by the court because wrongly convicted.

Tweed Heads Bowls Club is proactive in mitigating the possibility of money laundering and/or terrorism financing. Do you have any objection in having a police check completed? Yes No

GENERAL:

Have you been previously employed by Tweed Heads Bowls Club? Yes No

Have you ever been discharged from employment? Yes No

Do you have any objection to enquiries of your present employer regarding qualifications and character? Yes No

Do you have any objection to us seeking verification & additional information to any matter within this application? Yes No

We aim to employ people who have an excellent work ethic ie Customer Service and Team focussed, genuine workers, honest, reliable and punctual. Are you this type of person? Yes No

Please provide any other further information that you identify as being pertinent to this application? (eg medical conditions, disabilities, workers compensation issues etc)

CONDITIONS OF EMPLOYMENT:

- Potential candidates are required to provide proof of identity via photo ID eg current passport/drivers 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.
- THBC has a strict grooming and personal presentation standard. This will be discussed at your interview and again at your induction. Every employee will be issued with the full Employee Dress and Grooming Policy on commencement.
- Should you be successful in your application, you will be required to attend (in paid time) an Induction session.
- Your current and ongoing availability will be one of the determining factors for your employment opportunity with THBC. Should you be successful in gaining a position and your availability changes after your commencement, your employment may not be continued. We will take into consideration study schedules and family requirements.

APPLICANT DECLARATION:

I hereby declare that all the information contained in this application is true and correct to the best of my knowledge. I agree that the information may be verified by a third party and/or through previous reference checking with past employers. I understand that false, misleading or non disclosure of information may result in future disciplinary action which may include termination of employment with THBC.

Applicant's Signature _____

Date _____

Applications will be kept for a maximum of three (3) months on file. If at this time you wish to still be considered for future employment with THBC, we would be happy to accept an updated Application from you. Please note that only short listed applicants will be contacted.

Thank you for providing us with your personal information. Your personal information will be used for reference checks and assessment for suitability for employment with THBC. If you would like further information on the Club's privacy practices, or on how to access your personal information, you may request a copy of our Privacy Policy from our Privacy Officer by telephoning the club on (07) 5536 3800.

FOR OFFICE USE ONLY

Code: 1 Outstanding, 2 Excellent, 3 Good, 4 Satisfactory, 5 Fair, 6 Poor

INTERVIEW ASSESSMENT	CODE	REMARKS
General Appearance		
Personality		
Attitude		
Language Command (a) Self Expression (b) Comprehension		
Technical Background for Position		
General Comments or Summary		

Identity and Qualification Check:

Birth Certificate Yes No
Passport Yes No
Drivers License Yes No
RSA (photocopy) Yes No
RCG (photocopy) Yes No
Visa (if applicable) Temporary Expiry Date: _____
 Student Expiry Date: _____

Reference Check:

Employer	Contact	Comments

Medical Required: Yes No

Police Check Required: Yes No

Date of Birth: ____/____/____

Job Offer:

Position _____

Commencement Date _____

Job Status Full Time Part Time Casual

Date _____

Signed _____