



## EMPLOYMENT APPLICATION

Position Applied for.....Date.....

Surname: Mr / Ms.....First Name.....

Address.....

Postcode.....Telephone.....

Mobile.....Email.....

Available to commence.....

Availability      Full Time       Part Time       Casual

In the space provided below, please indicate the times you are able to work.  
Eg Fri - anytime, Sat -after 6pm. and so on for each day

Mon	Tue	Wed	Thur	Fri	Sat	Sun

Would you be prepared to undergo a medical examination by the Club's doctor to determine your ability to carry out the full duties of the position you have applied for?

Yes                       No

Are you aware of any condition likely to affect the full performance of your duties in employment?

Yes                       No

If yes, please give full details .....

Which of the following categories describes your current Residency Status

- Australian Citizen
- Australian Permanent Resident
- Foreign National, with permission to work (Temporary work visa)

What documents have you produced to verify your Residency Status?

- Australian Birth Certificate
- Australian/ New Zealand Passport
- Australian Citizenship Certificate
- Evidence of Residency (Permanent Resident's Visa)
- Foreign Passport, which contains evidence of permission to work (Temporary work visa)

Date of Birth...../...../.....

Place of Birth.....

## **EDUCATION / QUALIFICATIONS**

Where possible please ensure that copies of any courses undertaken, and certificates received are attached to your resume/application

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

Are you currently undertaking any form of study?

Yes

No

If yes, please provide details.....

Computer knowledge.....

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# EMPLOYMENT EXPERIENCE

## Administration

- |                                       |                                          |                                       |
|---------------------------------------|------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Secretarial  | <input type="checkbox"/> Sales/Marketing | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Payroll      | <input type="checkbox"/> Membership      | <input type="checkbox"/> Supervision  |
| <input type="checkbox"/> Duty Manager | <input type="checkbox"/> Rostering       | <input type="checkbox"/> Accounts     |

## Gaming

- |                                           |                               |                                      |
|-------------------------------------------|-------------------------------|--------------------------------------|
| <input type="checkbox"/> Gaming Attendant | <input type="checkbox"/> TAB  | <input type="checkbox"/> Strong Room |
| <input type="checkbox"/> Change Bar       | <input type="checkbox"/> Keno | <input type="checkbox"/> Promotions  |

## Catering

- |                                         |                                            |                                           |
|-----------------------------------------|--------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Sous Chef      | <input type="checkbox"/> Brasserie Servery | <input type="checkbox"/> Demi Chef        |
| <input type="checkbox"/> Commis Chef    | <input type="checkbox"/> Apprentice Chef   | <input type="checkbox"/> Short Order Cook |
| <input type="checkbox"/> Chef De Partie | Year.....                                  | <input type="checkbox"/> Kitchen Hand     |

## Operations

- |                                    |                                      |                                              |
|------------------------------------|--------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Bar       | <input type="checkbox"/> Wait Person | <input type="checkbox"/> Cellar              |
| <input type="checkbox"/> Functions | <input type="checkbox"/> Barista     | <input type="checkbox"/> Meet & Greet Person |

Other skills relevant to your application (describe).....

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Career Goals.....

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## EMPLOYMENT HISTORY

Please give details of your current and previous employment, commence with the most recent position

Current Position Held by You	Company Name..... Type of Business..... Dates of Employment From ..... To ..... Position held ..... Duties..... Referee Name..... Position..... Phone.....
Previous Position Held by You	Company Name..... Type of Business..... Dates of Employment From ..... To ..... Position held ..... Duties..... Referee Name..... Position..... Phone.....
Previous Position Held by You	Company Name..... Type of Business..... Dates of Employment From ..... To ..... Position held ..... Duties..... Referee Name..... Position..... Phone.....

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

Yes

No

**Declaration**

1. I authorise the Manly-Warringah Rugby League Club to obtain any job related information regarding myself and hereby release any person, firm or institution for any damage whatsoever issuing such information.
2. I declare that all information supplied in this application is true and any false or misleading information may be grounds for immediate dismissal from employment by Manly-Warringah Rugby League Club.
3. If employed I agree to abide by the policies and procedures of Manly-Warringah Rugby League Club, and to wear the uniform as directed for my employment.
4. I agree to have my wages credited to my bank/savings account by the Pay Office each pay period.
5. All new employees' are on a 3 month probationary period.

**Applicant's Signature**.....

**Date**.....