

Employment Application Form

Position applied for		Start Date	
Employment Type	Permanent <input type="checkbox"/>	Part-time <input type="checkbox"/>	Casual <input type="checkbox"/>

Personal Details	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:		
Given Names:			
Surname:			
Street Address:			
SUBURB:	State:	Postcode:	
Phone:	Mobile:		
Email:			

Residency - you have to legally be able to work in Australia to apply for employment at Hervey Bay RSL.

ARE YOU A PERMANENT RESIDENT of Australia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, what type of Visa do you hold?	Temp <input type="checkbox"/>	Expiry Date:
	Student <input type="checkbox"/>	Expiry Date:

Certificates and Licences - indicate the current certificates/licences you hold.

✓	Certificate/Licence	Expiry Date	✓	Certificate/Licence	Expiry Date
	RSA Certificate			Gaming Licence	
	RSG Certificate			Security Licence	
	RMLV Certificate			First Aid Certificate	
	Blue Card			Other	

Experience and Training - indicate the areas that you have had experience and training.

✓	Department	✓	Department	✓	Department
	Bar		Kitchen		Gaming
	Cellar		Bistro		Keno
	Reception		Barista/Coffee Shop		TAB
	Cleaning		Functions		Cashier

Formal Education - indicate the highest level obtained

Education Level	Institution/School	Qualification	Year Completed
High School			
Tertiary			
University			
Trade/Vocational			

Availability - working at Hervey Bay RSL involves nights, weekends and public holidays.

					OR (✓)	ANY TIME
Monday	FROM	am	TO	pm		ANY TIME
Tuesday	FROM	am	TO	pm		ANY TIME
Wednesday	FROM	am	TO	pm		ANY TIME
Thursday	FROM	am	TO	pm		ANY TIME
Friday	FROM	am	TO	pm		ANY TIME
Saturday	FROM	am	TO	pm		ANY TIME
Sunday	FROM	am	TO	pm		ANY TIME

Do you have reliable transport to get to AND from work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employment Details - start with the most recent employer.		
Name of Employer		
Address of Employer		
Position Held		
Date Commenced	Date Finished	
Reason for Leaving		
Name of Employer		
Address of Employer		
Position Held		
Date Commenced	Date Finished	
Reason for Leaving		
Name of Employer		
Address of Employer		
Position Held		
Date Commenced	Date Finished	
Reason for Leaving		

Resume – want to support your application?
Please attach a copy of your current Resume/CV to your application form

Reference Check - Hervey Bay RSL will only contact referees following an employment interview.			
Name	Position	Company	Contact Phone
1.			
2.			
3.			

Medical - Hervey Bay RSL is committed to providing a safe workplace.
Do you have a medical condition that would prevent you from performing the genuine occupational requirements of the position you are applying for? If you are uncertain please request a job description. YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide details:

Collection and Privacy
Hervey Bay RSL collects your personal information needed to process your application for employment. Should your application for employment be successful this information may also be used directly in relation to the employment relationship. If you fail to provide any information requested in relation to your application for employment, the Hervey Bay RSL may not be able to process your employment application. If your personal details change or you would like to correct the personal information Hervey Bay RSL has collected about you please contact us in any of the methods listed below.

Declaration - making a false statement can result in termination of employment	
I hereby declare that the information provided in this employment application form is true, complete and correct to the best of my knowledge. I give permission to Hervey Bay RSL to check the references I have provided. I understand that if the information provided is found to be false, dishonest or fraudulent and I am hired based on that information that I may be summarily dismissed from employment.	
Signed	Date

Please attach your resume and copies of relevant certificates, licences and references. This form may be returned by Mail: Human Resources Manager, Hervey Bay RSL, PO Box 3042, PIALBA, QLD, 4655 Email: hrm@herveybayrsl.com.au Fax: (07) 4124-2370

