



Eastern Suburbs Leagues Club

APPLICATION FOR EMPLOYMENT

Date _____ / _____ / _____

Position applied for _____ Permanent Part-Time Casual

Surname _____ Given Names _____

Preferred form of address: ie. (Mr) (Mrs) (Ms) (Miss)

Street Address _____

Suburb _____ Postcode _____

Home Telephone Number _____ Mobile Telephone Number _____

E-mail _____

Are you a Permanent Resident of Australia? Yes No

If No, what type of Visa do you hold? _____ Expiry Date _____

You will be required to provide proof of your residency status (Visa and Passport) if you are successful through the interview process.

EDUCATIONAL QUALIFICATIONS

Name of College/University	From	To	Name of Course
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PREVIOUS EMPLOYMENT (beginning with most recent)

Employer's Name and Address _____

Position _____

Date commenced _____ Date finished _____ Wage/Salary _____

Describe Duties and Responsibilities _____

Reason for leaving this position: _____

Training Completed: _____

Employer's Name and Address _____

Position _____

Date commenced _____ Date finished _____ Wage/Salary _____

Describe Duties and Responsibilities _____

Reason for leaving this position:	Training Completed:
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Employer's Name and Address _____

Position _____

Date commenced _____ Date finished _____ Wage/Salary _____

Describe Duties and Responsibilities _____

Reason for leaving this position:	Training Completed:
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Employer's Name and Address _____

Position _____

Date commenced _____ Date finished _____ Wage/Salary _____

Describe Duties and Responsibilities _____

Reason for leaving this position:	Training Completed:
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What value would you expect to add to our club if we were to employ you ?

Is there anything that may affect your ability to work public holidays and special events?

Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes please give details:
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AVAILABILITY for the purpose of work involving varying shifts & weekends (please mark availability for each day OR circle ANYTIME for open availability)

	Monday	Start		Finish		or NA or ANYTIME
	Tuesday	Start		Finish		or NA or ANYTIME
	Wednesday	Start		Finish		or NA or ANYTIME
	Thursday	Start		Finish		or NA or ANYTIME
	Friday	Start		Finish		or NA or ANYTIME
	Saturday	Start		Finish		or NA or ANYTIME
	Sunday	Start		Finish		or NA or ANYTIME

REFEREES (work related) I hereby give permission to Easts Leagues Club to reference check below referees or those nominated in attached resume.

Name	Position	Company	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DISCLOSURE OF PRE-EXISTING INJURY OR ILLNESS

Do you have any pre-existing illness or injury which may impact on your ability to safely perform the inherent requirements of the position for which you have applied, OR that **may be aggravated by** the inherent requirements of the role? (The inherent requirements of all roles (with exception of accounts administration), include manual tasks, repetitive actions, physical work involving lifting, bending, pulling, twisting, and standing). Yes No

If you answered yes to the above question then please disclose details of how the illness or injury might affect your ability to safely perform the role in relation to the inherent requirements of the position listed above:

Details:

NATIONAL POLICE CHECK CONSENT

A police check is a requirement of the following roles: Gaming; Supervisor; Manager, or any role where staff member may handle large sums of money.

I understand my employment may be subject to a National Police Check: Yes No

DECLARATION

I hereby declare that the information provided on this form is true and correct to the best of my knowledge. I understand that if the above information is found to be false or fraudulent and I am hired based on that information that I may be summarily dismissed from employment.

Yes No

Signed : _____

Interview Assessment

OFFICE USE ONLY

Date of Interview _____

Time of Interview _____ AM / PM

Position Applied For _____

Technical Skills/knowledge	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Limited
Previous Experience	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Limited
Professional Knowledge	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Limited
Communication Skills during interview	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Limited
Customer Service Skills/Attitude	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Limited
Interpersonal skills shown during interview	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Limited
Supervisory experience & ability to handle responsibility	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Limited
Overall Impression on Day	<input type="checkbox"/> Very Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Suitability for Position	<input type="checkbox"/> Suitable	<input type="checkbox"/> Consider	<input type="checkbox"/> Not suitable

Date available _____

Salary/Wage requested _____

COMMENTS (consider Applicant's strengths, limitations, goals, expectations of Employer/Position)

Result Suitable Not Suitable Consider

Interviewed by _____ Job Desc. Issued: YES / NO

(please print)

Human Resources Use

Start Date & Time if Successful _____

Replied to Applicant if unsuccessful Yes No

Maintain on file Yes No



Eastern Suburbs Leagues Club

COLLECTION STATEMENT

Eastern Suburbs Leagues Club 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.

The information you submit to us may be disclosed to referees, security organisations, team members who are involved in your recruitment, recruitment agencies and any other third parties who assist us in the recruitment process.

If you choose not to provide any of the information requested, we may be unable to send you information or fully process your application to properly consider you for employment.

As a prospective employee, you have a right to access any personal information which Eastern Suburbs Leagues Club collects and holds about you. However, in relation to your current or former employee records, the club relies on the employee exemption in the Privacy Act.

If your personal details change or you would like to correct the personal information Eastern Suburbs Leagues Club has collected about you please contact us.

I _____(applicant's name) agree that my personal information may be used or disclosed by Eastern Suburbs Leagues Club as explained above.

In addition, I agree to Eastern Suburbs Leagues Club receiving and using or disclosing (as stated above) the results of any pre-employment medical examination and any psychological or aptitude testing undertaken for the purpose of determining my suitability for employment.

I also agree to Eastern Suburbs Leagues Club collecting information from previous employers and others, including but not limited to nominated referees, to determine my suitability for employment with the Club.

Applicants Signature

Date

For more information about Eastern Suburbs Leagues Club Privacy Policy please contact our Human Resource Manager on 07 3397 8885.