

# **BALLINA RSL CLUB LTD**

An Equal Employment Opportunity Employer

## **APPLICATION FOR EMPLOYMENT**

Instructions:

- A separate application form must be completed for each advertisement/position
- **Sections 1A, 1B, 2C, 3B, 5, 6 and 7** of the form must be completed. They are marked "compulsory"
- If information is provided in a covering letter and/or Curriculum Vitae (CV), it is not necessary to complete the other sections on this form
- If you choose to complete all sections of this form, you need not submit a covering letter or CV

### **SECTION 1A: Position Details (compulsory)**

Title of Position: .....

### **SECTION 1B: Applicant's Personal Details (compulsory)**

Surname: ..... Given Names: .....

Address: .....

Previous Names/Aliases: .....

Telephone No. (H)..... (Mobile).....

E-Mail Address: .....

Date of Birth: ..... Town and Country of Birth .....

Are you an Australian Citizen or Permanent Resident?    Yes                       No

**If yes, you must submit a copy with this application.**

If no, do you hold a current work permit?                      Yes                       No

Are you available to work any time?                      Yes                       No

If no please specify:.....

.....

**2A: Secondary (High School):**

(Complete this section if details are not included in your letter or CV)

During Years	Certificate Awarded	Subjects Attempted/Results

**2B: University and/or College:**

(Complete this section if details are not included in your covering letter or CV)

Name and Location of University/College	During Years	Qualification Awarded

**2C: Other Skills and Qualifications:**

(Complete this section if details are not included in your covering letter or CV)

You may list your skills and any other relevant qualifications such as membership of professional associations, short courses, shorthand speed, typing speed, office machine operation, switchboard skills, etc.


**2D: Drivers Licence: (Compulsory if you will be driving club vehicles)**

Drivers Licence Number:.....      Expiry Date:.....

**Section 3: Work History**

Please list where you have worked. Include overseas as well as Australian work experience. Voluntary work experience may also be included. If the space provided below is insufficient, please attach extra pages to this form.

**3A: Employment:**

(Complete this section if details are not included in your covering letter or CV)

Period of Employment From-To	Employer	Position Held and Description of Main Duties	Reason for Leaving

**3B: References: (Compulsory)**

Please provide the name, address and contact details of two people who may be contacted about your application. These people should have knowledge of your recent employment history. If approached, they will be asked to provide a reference and comment on your suitability for the position.

**Referee 1:**

Name:.....

Organisation:.....

Work No:.....

Other Contact No:.....

**Referee 2:**

.....

.....

.....

.....

Is approval granted to contact your current employer if you have listed professional referees other than your current employer? Yes[ ] No[ ]

**3C: Medical (Compulsory)**

Are you prepared to participate in a pre-employment functionality assessment which will determine your capacity to carry out the full duties of the position you have applied for?  
Yes[ ] No[ ]

Are you aware of any pre injury condition likely to affect the full performance of your duties in employment?  
Yes[ ] No[ ]

If yes, please give full details (including facilities or services which could be reasonably provided to enable you to do the job):-

.....  
.....  
.....

Have you ever made a Workers' Compensation claim? Yes[ ] No[ ]

If yes, please provide details:-

Date	Employer	Nature of Injury

**SECTION 4: Special Needs (Optional)**

If you have any special needs to enable you to attend an interview please list them below:-

.....  
.....  
.....

**SECTION 5: Mandatory Information (Compulsory)**

Do you have any injury or disability which requires workplace adjustment? Yes[ ] No[ ]

Please list any restrictions/requirements that would assist us in providing you with a safe working environment:-

.....  
.....

**SECTION 6: Applicant's Statement (Compulsory)**

I certify that the above details are correct, including that my qualifications are genuine.

I understand and agree:

That the terms and conditions of employment will be in accordance with the appropriate Award/s.

I agree to abide by the terms and conditions as set out in the Ballina RSL Club Official Induction Manual.

That it is a condition of my employment that I am willing to work in any area that may be necessary.

That I will make myself available to be rostered on all public holidays including Christmas Day and New Year's Day.

That I will not be taking holidays during the Christmas and Easter holiday period.

The Ballina RSL Club is permitted to verify my qualifications with the appropriate institution.

That I have not been convicted of any offence other than minor traffic infringements.

That I will return all clothing issued to me by the Club upon termination of employment.

I understand that if I am employed, any misrepresentation or omission by me herein will be sufficient cause for dismissal from the service of the Ballina RSL Club. I also authorise any investigation of the above information for the purposes of verification. I consent to taking any pre-employment physical examination required by the club and such future physical examinations as may be required by the club.

That any statement on this form which is found to be deliberately misleading will make me, if employed, liable to dismissal and/or prosecution for any relevant offence.

Signature:..... Date:.....

**SECTION 7: Probation**

I understand and accept that as a condition precedent to my obtaining the position applied for, I shall have to undergo a probationary period. If performance of my duties is not to the satisfaction of the club, my employment may cease.

Signature:.....

**SECTION 8: Club Trade Promotions and Raffles**

As an employee of the Club, if you also become a member of the Club, you will only be entitled to participate in Club Trade Promotions and Raffles in accordance with the requirements as stated in Club Memorandum 2008/BC-46 (as amended or re-issued from time to time), whilst you remain an employee of the Club.

**SECTION 9: Attachments (Compulsory)**

Curriculum Vitae attached Yes [ ] No [ ]

Covering Letter attached Yes [ ] No [ ]

**OFFICE USE ONLY**

Reference Check.....  
.....  
.....

Documents Sighted:            Birth Certificate            Passport            Other

Medical.....