



## APPLICATION FOR EMPLOYMENT

**RECEPTION USE ONLY:**

Application received by: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

POSITION(S) APPLIED FOR: \_\_\_\_\_

TYPE OF EMPLOYMENT SOUGHT: FULL-TIME / PART-TIME / CASUAL (PLEASE CIRCLE)

WERE YOU REFERRED BY A CURRENT STAFF MEMBER? YES / NO (PLEASE CIRCLE)

Name: \_\_\_\_\_

**PERSONAL DETAILS**

GIVEN NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

ARE YOU OVER THE AGE OF 13? YES / NO (PLEASE CIRCLE)

RESIDENTIAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ P/CODE: \_\_\_\_\_

MOBILE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ARE YOU AN AUSTRALIAN CITIZEN? YES / NO (PLEASE CIRCLE)

ARE YOU LEGALLY ALLOWED TO WORK IN AUSTRALIA? YES / NO (PLEASE CIRCLE)

**PLEASE BE ADVISED:** It is a requirement for your employment to have a National Police Check / VISA Check completed. If you have a criminal history this will show up in the National Police Check or alternatively if your VISA is invalid, this also will be evidenced. You need to be aware that negative responses may impact on your application's success.

It also is a requirement for ongoing employment with the Club that regular National Police Checks / VISA Checks may be obtained of all employees.

Completion and submission of this application form to the Mackay Northern Beaches Bowls Club means you are aware of this requirement; you give permission to have the relevant checks carried out and you agree to sign the necessary paperwork to facilitate this occurring. Refusal to comply with this provision subsequent to engagement will be considered serious misconduct and may result in immediate termination of your employment.

**AVAILABILITY**

The Mackay Northern Beaches Bowls Club is open from 10am to Late every day of the week. As the Community Club Industry operates on a seven day basis, you may be required to work some evenings, weekends and public holidays based on rotating rosters.

When are you able to start: \_\_\_\_\_

Are you available to work on any of the following occasions:

Public Holidays YES / NO Weekends YES / NO Evenings YES / NO (PLEASE CIRCLE)

**EMPLOYMENT HISTORY**

Please list your last 3 employers with your most recent employer first

<p>EMPLOYER: _____ TOWN/SUBURB: _____</p> <p>POSITION HELD: _____ FROM: ___/___/___ to ___/___/___</p> <p>KEY DUTIES: _____</p> <p>_____</p> <p>REASON FOR LEAVING: _____</p> <p>DIRECT SUPERVISOR: _____ PH NO: _____</p>
<p>EMPLOYER: _____ TOWN/SUBURB: _____</p> <p>POSITION HELD: _____ FROM: ___/___/___ to ___/___/___</p> <p>KEY DUTIES: _____</p> <p>_____</p> <p>REASON FOR LEAVING: _____</p> <p>DIRECT SUPERVISOR: _____ PH NO: _____</p>
<p>EMPLOYER: _____ TOWN/SUBURB: _____</p> <p>POSITION HELD: _____ FROM: ___/___/___ to ___/___/___</p> <p>KEY DUTIES: _____</p> <p>_____</p> <p>REASON FOR LEAVING: _____</p> <p>DIRECT SUPERVISOR: _____ PH NO: _____</p>

**EXPERIENCE**

Please tick ( ✓ ) if you have any experience in any of the following areas:

Administration		First Aid	
Bar		Functions	
Bingo		Gaming	
Bistro Food Service		Keno	
Cashier		Bar Supervisor	
Cellar / Storeperson		Management	
Chef		POS Systems	
Cook		Promotions	
Kitchen		Reception	
Coffee Shop		TAB	
Customer Service		Driving a Bus	

**EDUCATION & TRAINING**

Do you possess any of the following Certificates?

Responsible Service of Alcohol YES / NO (PLEASE CIRCLE)

Responsible Service of Gambling YES / NO (PLEASE CIRCLE)

Food Handlers Certificate YES / NO (PLEASE CIRCLE)

Bluecard YES / NO (PLEASE CIRCLE)

Please list any other qualifications you possess which are relevant to the Club and/or hospitality industry:

Qualification	Date Completed	Name of Institution

**ABOUT YOU**

Tell us why you would like to work at this Club instead of other hospitality establishments?

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What makes you the best candidate for a position at this Club?

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Describe a difficult customer service situation that you were faced with in a previous position and how you overcame it?

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**DECLARATION**

The Mackay Northern Beaches Bowls Club will only use your personal information for the purpose of assessing your application for employment. If your application is successful, this information will be transferred across to the HR information system. The information we collect from you will be handled sensitively and securely with proper regard for your privacy. If you do not provide some of the personal information we request when you apply for a position with the Mackay Northern Beaches Bowls Club, we may not be able to process your application. We may contact referees, whose details are provided by you, as part of our standard recruitment process.

I have read the above declaration and fully understand the terms specified.

I hereby certify that the above information is true and correct and complete to the best of my knowledge and belief and consent to the Club pursuing a National Police Check / VISA Check and employment reference checks.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

***NB: Please Email this completed form and your resume to [office@nbbowls.com.au](mailto:office@nbbowls.com.au)***