



APPLICATION FOR EMPLOYMENT

The Toowoomba Sports Club is an Equal Opportunity Employer. The information requested in this application form is required for us to enable a fair and equitable assessment process for all applicants.

Conditions of Employment

The following Conditions of Employment have been compiled by Management and Members of Staff, to help you to understand the duties and obligations expected of you at the Toowoomba Sports Club.

All Staff must have the same objective:

The Success of the Toowoomba Sports Club.

To achieve this, we must work together as a **team**.

Getting along with other staff members is part of your job. As a team member, your co-workers are counting on you to come to work when you are scheduled, do your fair share of the duties and lend a hand whenever it is needed.

Working within the hospitality industry involves long and sometimes odd hours. The Toowoomba Sports Club is open for 15 to 17 hours per day therefore requires many shifts to be filled, more often than not you will be required to work nights and weekends, as these are our busiest periods. All applicants should be available for any shift over the whole seven (7) days of the week, with emphasis on shifts from Thursday evening through to Sunday evening, a priority.

All new employees are considered on a probationary period of three (3) months. The purpose of this is to monitor and review your performance within the initial stages of your employment. During your probationary period, you are considered as being "Temporarily Employed". The Toowoomba Sports Club reserves the right to annul the appointment of any new employee.

In accordance with QLD State laws you are required to possess a current Responsible Service of Alcohol certification to work here at the Club. It is your responsibility to obtain a Responsible Service of Alcohol certification within 30 days of the commencement of your employment. Failure to possess a current certification will result in no shifts being allocated to you.

Date of Application: _____

Position Applied For: Bar Reception Cafe Wait
 Kitchen/Cook Gaming

Employment Status: Full Time Part Time Casual

Available to Commence: _____

Availability please tick where applicable:

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Day (9am-6pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night (5:30pm-close)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Details

Title: Mr Mrs Miss Ms

Surname: _____

First Name: _____

Address: _____

Email: _____

Phone: _____ Mobile: _____

Under the age of 18 Over the age of 18

You must be 18 years of age to work in some areas of the Club, we employ staff both under and over the age of 18.

Emergency Contact

Surname: _____

First Name: _____

Address: _____

Phone: _____ Mobile: _____

Relationship: _____

Please indicate which of the following, if any you have completed:

- () Responsible Service of Alcohol () Responsible Service of Gambling
() Security () First Aid
() QLD Gaming Employee Licence () Other please specify: _____
-

Employment History:

Please complete information for your last three (3) employers or attach your resume:

Employer No 1: _____

Position Held: _____ Period Employed: _____

Duties Performed: _____

Reason for Leaving: _____

Employer No 2: _____

Position Held: _____ Period Employed: _____

Duties Performed: _____

Reason for Leaving: _____

Employer No 3: _____

Position Held: _____ Period Employed: _____

Duties Performed: _____

Reason for Leaving: _____

Industry Experience

Please indicate your experience in the hospitality industry in **years or months**:

Bar Steward	Poker Machine Attendant	Keno	Restaurant Service
_____	_____	_____	_____
Club Security	Supervisor/ Lockup	Cellar Operations	Weddings/ Functions
_____	_____	_____	_____
Club Reception	Cafe Waitperson	Other Please Specify	
_____	_____	_____	

Medical Record:

Is there anything in your medical history that would interfere with you undertaking the duties for which you are applying? () Yes () No

If yes, please give details:

Have you ever lodged a claim for Workers Compensation? () Yes () No

If yes, please give details:

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

General

Have you ever been discharged from any employer because your work or conduct was not satisfactory? Yes No If Yes, please give details:

Have you in the last five (5) years, been convicted of any offence other than minor traffic infringements? Yes No If Yes, please give details:

Do you have any objection to us seeking information from your previous employers, regarding qualifications and character? Yes No
If Yes, please give details:

Is there any additional information you wish to give:

Interests and Hobbies

Referee Details

Name: _____

Company: _____

Position: _____

Phone: _____

Name: _____

Company: _____

Position: _____

Phone: _____

Declaration

I authorise the Toowoomba Sports Club to obtain information from any person, concerning my suitability for employment with the Club and hereby release any such person from liability for any damage, claims, costs and expenses, which may arise from the provision of such information.

I further declare that the statements made by me in this application, are true, complete and correct. I understand that false and misleading answers to any questions, will be regarded as misconduct and will be grounds for dismissal from employment.

Privacy Act:

If unsuccessful, I give my consent to the Toowoomba Sports Club to execute the following action with my application:

- () To keep my application and other personal details on file as long as needed.
- () To destroy my personal details in accordance with the National Privacy Principles.
- () To return my personal details to the address indicated above.

Signature

Date