

Interview assessment	Code	Remarks
General Appearance		
Dress & Grooming		
Personality		
Language Command a. Self Expression		
b. Comprehension		
Technical Background for Position		
Attitude		
General Comments of Summary		

REFERENCE CHECK.

Checked by:

With Whom: Position: Phone #

RELIABILITY

ABSENTEEISM

PUNCTUALITY

ATTITUDE / ENTHUSIASM

GROOMING / PRESENTATION

COMMUNICATION SKILLS

HONESTY: (for security reasons when required)

WOULD YOU RE-EMPLOY? YES () NO ()

ANY FURTHER COMMENTS

Document/s Sighted: Birth Certificate Passport Drivers Licence Other

JOB OFFER

Department: Level: Start Date: / /

Job Status: F/T: P/T: Casual:

Date: / / Signed:



APPLICATION FOR EMPLOYMENT

TAX FILE NO:

POSITION APPLIED FOR:

TYPE OF POSITION APPLIED FOR: FULL TIME PART TIME CASUAL

DATE AVAILABLE TO COMMENCE DUTIES: / /

Mittagong RSL Club is open up to 18 hours a day, 7 days a week. Hospitality positions at the Club will involve varied hours of work which will include nights, weekends, and Public Holidays

I acknowledge that I am willing to work as required .

YES NO

PERSONAL DETAILS

Mr / Mrs / Ms / Miss (please circle)

NAME: //
SURNAME OR FAMILY NAME GIVEN / FIRST NAME

STREET ADDRESS:

TOWN/SUBURB: POST CODE :

DATE OF BIRTH: / /

PH: ()
HOME MOBILE

EMAIL ADDRESS:

CAN YOU PRODUCE PROOF OF IDENTITY?
(E.G. PASSPORT, BIRTH CERTIFICATE, DRIVERS LICENCE) YES NO

ARE YOU LEGALLY ENTITLED TO WORK IN AUSTRALIA? YES NO

PERSON TO NOTIFY (ACCIDENT OR ILLNESS)

NAME:

ADDRESS:

TELEPHONE No: RELATIONSHIP.....

EDUCATION

	NAME & LOCATION OF SCHOOL	DEGREE / CERT OBTAINED	YEAR/S
SECONDARY			
UNIVERSITY			
TECHNICAL / PROFESSIONAL			
OTHER			

EMPLOYMENT RECORD

Last 3 employers OR last 10 years. Last employer first.

EMPLOYER NAME AND ADDRESS	POSITION	EMPLOYED		REASON FOR LEAVING	REFERENCE NAME & CONTACT NUMBER
		FROM	TO		

SKILLS (e.g., Clerical, Chef, Cleaning, Customer Service, Bar)

SKILLS	EXPERIENCE	REMARKS

HOBBIES OR INTERESTS

MEDICAL

ARE YOU IN GOOD HEALTH: **YES / NO**

DO YOU SMOKE: **YES / NO**

HOW MANY PERSONAL DAYS HAVE YOU TAKEN IN THE LAST 2 YEARS? **DAYS**

HAVE YOU EVER SUSTAINED AN INJURY AT WORK? **YES / NO**

ARE YOU AWARE OF ANY CONDITION LIKELY TO EFFECT THE FULL PERFORMANCE OF YOUR DUTIES IN EMPLOYMENT? **YES / NO**

IF **YES**, PLEASE GIVE FULL DETAILS (including facilities or services that could be reasonably provided to enable you to do the job)

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GENERAL

	YES	NO	IF YES, GIVE DETAILS
1. Have you ever been discharged from employment because your work or conduct was not satisfactory?			
2. Have you in the last five years been convicted of any offence other than minor traffic infringements?			
3. Do you have any objection to enquiries of your present employer regarding qualifications and character?			
4. Do you have any objection to us seeking verification and additional information on any matter within this application?			
5. Is there any additional information you wish to provide?			

PROBATION DECLARATION

I understand and accept that as a condition precedent to my obtaining the position applied for, I shall have to undergo a probationary period of employment.

Subject to Questions 3 & 4 above, I authorise appointed staff of Mittagong RSL Club to obtain information from any person concerning my suitability for employment with the Club and I hereby release any such person from liability for any damage, claims, costs, expenses that might 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 a false or misleading answer to any question in this application will be regarded as misconduct and will be grounds for my dismissal from employment.

Should my circumstances as indicated on this form alter in any way, which affects my employment, I understand and accept that my employment conditions will be up for review.

DATE:..... SIGNATURE:

All applications will be treated with confidentiality and fairness.

Thank you for your interest in the Club - Best Wishes.