

SOUTH NEWCASTLE RUGBY LEAGUE CLUB LIMITED

46 Llewellyn St, Merewether NSW 2291
Phone: 02 4902 7600 | Facsimile 02 4963 1196
Email: jobs@southleagues.com.au
www.southleagues.com.au | www.facebook.com/souths.merewether
ABN 35 001 028 520



EMPLOYMENT APPLICATION FORM

Please print and complete all sections of this application

PERSONAL DETAILS

Mr/Mrs/Ms/Miss: (full name)

Address:

.....

Phone: (Home)..... (Work)..... (Mobile).....

Email Address (print clearly):.....

Date of Birth:..... Proof of ID provided: (A copy of Drivers Licence, Passport or Birth Certificate must be attached)

JOB DETAILS

Position Applied for:.....

Type of Position: (please tick) Full Time Part-time Casual

You Can Work: Rotating Shifts Nights/Weekends All Hours Outside Study Time

Other, Please Specify.....

Date Available To Commence:.....

CURRENT DETAILS

Are you studying at present? NO (go to next section) YES Completion Date

If yes, please provide details of course.....

.....

Please indicate hours of study for each day:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

EDUCATION

Type of Organisation	Name of Organisation	Date Granted

Please Note: It is a policy of our organisation that all of our employees are trained in the Responsible Service of Alcohol and the Responsible Conduct of Gaming. If you are not a current holder of these certificates with at least 12 months validity, your Employment Application will not be accepted.
(Copies of these certificates must be attached to this application)

ADDITIONAL COMMENTS/SKILLS

Please comment on any additional information which has contributed to your career development or which may support your application

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

HOBBIES/INTERESTS

Will a personal interest or hobby affect your availability for work? (please circle) Yes No

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

EMPLOYMENT HISTORY

Current Employment (complete only if currently employed)

Company Name:

Address:

Position Held: Full Time Part Time Casual

Length of Service: Date Commenced:

Name of Immediate Supervisor/Manager:

Referee: Phone:

I give permission for South Newcastle Rugby League Club Limited, to contact my present employer: (please tick) Yes No

Past Employment (most recent first)

Company Name:

Address:

Position Held: Full Time Part Time Casual

Length of Service: Date Commenced:

Name of Immediate Supervisor/Manager:

Referee: Phone:

Company Name:

Address:

Position Held: Full Time Part Time Casual

Length of Service: Date Commenced:

Name of Immediate Supervisor/Manager:

Referee: Phone:

Company Name:

Address:

Position Held: Full Time Part Time Casual

Length of Service: Date Commenced:

Name of Immediate Supervisor/Manager:

Referee: Phone:

EMPLOYMENT EXPECTATIONS

Please tick the box if you agree to meet each expectation as a Souths Employee. Thank You

- Perform all rostered shifts and arrange a suitable replacement if unable to perform shift (with management approval)
- Arrive at work 15 minutes prior to shift commencing
- Complete relevant shift entirely unless unforeseen circumstances occur
- Be flexible with work hours
- Seek to be working at all times during shift - find tasks to complete (checklists are available to assist you in this area)
- Smile at ALL customers
- Meet and greet and make welcome every customer
- Seek to build rapport with every customer
- Contribute to a good working relationship with all management and staff
- Complete effectively all allotted tasks
- Perform tray service of refreshments and food throughout your shift
- Perform cleaning and polishing of all areas of gaming room
- Wear a clean, ironed uniform at all times during rostered shifts
- Not wear excessive jewellery and or accessories
- Attend work cleanly shaven and hair neatly done (males)
- Wear minimal make up and have neat clean appearance (females)
- Wear name badge
- Maintain company supplied uniform in good order
- No mobile phones are to be switched on whilst on duty
- Maintain with the strictest confidentiality, all company information

GENERAL INFORMATION

Question	Yes	No	Explanation
Are you prepared to work as and where directed and within reasonable requests?			
Are you prepared to accept a Probationary Period of six (6) months as a condition of your employment at South Newcastle Rugby League Club Limited?			
Are you prepared to work shifts including nights and weekends and rotating rosters?			
Have you ever been discharged from employment because your work or conduct was unsatisfactory?			
Are you prepared to work in areas containing cigarette smoke and ashtrays?			
Are you aware of any health problems, which may affect your capacity to work. Eg. asthma, diabetes, blood pressure, back problems?			
Have you ever received or claimed Workers Compensation?			
Are you willing to undergo a medical examination by a qualified medical practitioner of our choice, before your appointment is confirmed?			
Have you ever been convicted of a criminal offence?			
Are you a member of a union?			
Have you a current drivers licence?			
Do you have any objection to us seeking verification and additional information to any matter within this application?			

South Newcastle Rugby League Club Limited is an Equal Employment Opportunities Employer and will not discriminate against any person supplying details on this form.

DECLARATION BY APPLICANT

I authorise South Newcastle Rugby League Club Limited to secure any information regarding myself and I hereby release any person, firm or institute of all liability for any damage whatsoever arising from such information. I further declare the details that the statements made by me in this application are true, complete and correct. In the areas where I have made statements about my employment history, I have been honest and accurate with the dates of employment and the list of employers, both of which are without omission. I am prepared to undergo a medical examination at the Company's request. I understand a false statement or dishonest answer to any questions may be grounds for an immediate discharge from employment with South Newcastle Rugby League Club Limited.

Applicants Signature:Dated:

N.B. To assist with the process of your application for employment, this application form is to be completed in full with an attached copy of your resume, with the resume being up-to-date and having all current positions as per listed on this application form. Copies of Responsible Service of Alcohol and Responsible Conduct of Gaming Certificates and Drivers License (or Passport) must also be attached.