



APPLICATION FOR EMPLOYMENT

All applicants are advised that as part of the conditions of employment at *norths*, staff may be expected to work rotating rosters and/or day, afternoon, late evening and overnight shifts. Any changes to availability once recruited as an employee, must be by mutual agreement between both parties. **ALL** questions must be answered. Where boxes are provided for answers, mark the relevant box with an X. Please print in other cases.

PART A – PERSONAL INFORMATION

Application for: Gaming Catering Beverage Maintenance Reception Admin

Other: Please specify

Salutation: (Please circle one) Mr / Mrs / Ms / Miss

Previous name(s):
(if applicable)

FAMILY NAME

FIRST NAME/S:

Female Male

D.O.B ____/____/____

NB - Refer to declaration

Are you able to produce photo identification? Yes No

Place of birth: Town/City:

Country:

Address:

Postcode:

NSW

Years at this address:

Phone: (Home)

(Mobile)

(Work)

Emergency Contact Name:

Phone:

Email Address:

Have you ever worked in the club industry? Yes No If yes, please give details:

Are you legally entitled to work in Australia?

Yes No

Do you speak a language other than English?

Yes No

If yes, please specify:

If you are not an Australian citizen, do you have residency, a Visa or other authority allowing you to work? Yes No (Proof of this will be required)

Driving License (you will need to provide a copy as proof of your identity): Yes No Class: Years held:

Sports/hobbies/clubs/interests:

Do you hold LAB Accredited RSA and RCG Certificates: Yes No If yes, please provide copies

Please Note: All successful applicants will need to undergo LAB Accredited RSA and RCG training at their own expense prior to commencement of employment with the norths.

When would you be available to commence employment?



PART B - SECONDARY EDUCATION

Last full-time school attended: _____

Year of leaving: _____

Certificate achieved: School Certificate Higher School Certificate

TERTIARY EDUCATION (including present studies)

INSTITUTION / UNIVERSITY	FROM	TO	DIPLOMA/DEGREE	MAJOR FIELD OF STUDY
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OTHER COURSES COMPLETED OR ATTENDED:

STUDIES CONTEMPLATED: _____

SPECIALISED EXPERIENCE: _____

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS/UNIONS:

PART C - REFERENCES

Do you have any objections in *norths* contacting your past or present employers regarding any aspect of your application relating to your previous employment history? Yes No

State the names and addresses of two responsible persons, not including relatives, to whom, if considered necessary, reference may be made. These should be WORK related references. WORK telephone numbers are preferred rather than mobile phone numbers.

NAME	POSITION	COMPANY	ADDRESS	PHONE
1				
2				
3				



PART E – GENERAL/ MEDICAL HISTORY continued

In addition to the above, please answer the following questions:

QUESTION	YES	NO	IF YES, PLEASE PROVIDE DETAILS
HAVE YOU EVER BEEN DISCHARGED FROM EMPLOYMENT BECAUSE OF UNSATISFACTORY WORK OR CONDUCT?			
IF EMPLOYED BY NORTHS, WOULD YOU BE WORKING IN ANY OTHER CAPACITY / WITH ANOTHER EMPLOYER?			
DO YOU HAVE ANY OBJECTION TO ENQUIRIES OF YOUR PRESENT OR PREVIOUS EMPLOYER/S REGARDING QUALIFICATIONS AND CHARACTER?			
DO YOU HAVE ANY OBJECTION TO NORTHS SEEKING VERIFICATION AND ADDITIONAL INFORMATION TO ANY MATTER WITHIN THIS APPLICATION?			
HAVE YOU EVER RECEIVED WORKERS COMPENSATION FOR ANY REASON? IF YOU ANSWERED YES, ARE YOU STILL RECEIVING EITHER WORKERS COMPENSATION REHABILITATION PAYMENTS?			
ARE THERE ANY MEDICAL FACTORS THAT MIGHT PREVENT YOU FROM CARRYING OUT ANY/ALL INHERENT REQUIREMENTS OF THE DUTIES/POSITION THAT YOU HAVE APPLIED FOR?			
HAVE YOU EVER WORKED AT A REGISTERED CLUB?			
IF REQUIRED, ARE YOU WILLING TO UNDERGO A MEDICAL EXAMINATION PRIOR TO YOUR EMPLOYMENT?			
DO YOU SUFFER FROM ANY MEDICAL CONDITION THAT MAY REQUIRE NORTHS TO OBTAIN SPECIAL KNOWLEDGE AND/OR TRAINING TO PROTECT YOUR HEALTH AND SAFETY IN THE WORKPLACE? THIS INCLUDES – ASTHMA, DIABETES, HEARING LOSS ETC			
DO YOU SMOKE?			
DO YOU HAVE FRIENDS OR FAMILY EMPLOYED AT NORTHS? IF YES, PLEASE PROVIDE THEIR NAMES.			
HAVE YOU BEEN CONVICTED OF AN ADULT CRIME WITHIN THE LAST 10 YEARS?			
HAVE YOU BEEN CONVICTED OF A JUVENILE CRIME WITHIN THE LAST 5 YEARS?			
IS THERE ANY FURTHER INFORMATION YOU WOULD LIKE TO PROVIDE THE CLUB WITH?			



PART F - TERMS AND CONDITIONS OF EMPLOYMENT

- 1 The applicant declares that the information disclosed by them in this application is full, complete, true and accurate. In the event that any of such information is found to be incorrect or incomplete, the applicant is aware that he/she may be liable to summary (instant) dismissal.
- 2 If required by the Club and the nature of the position, the prospective employee may be required to undergo a medical examination by the Club's Medical Practitioner, to ensure that the prospective employee is capable of performing the inherent requirements of the position or when a person has indicated that they have a medical condition that may prevent them from performing the inherent requirements of the position. The cost of undertaking the medical will be the responsibility of the applicant.
- 3 The applicant agrees to abide by the NSW Club Employees (State) Award – NAPSA or Individual Transitional Employment Agreement (ITEA) under which they will be employed.
- 4 The applicant is aware that theft by an employee of the Club, be it from the Club or any person within the Club, firm or corporation may result in the employee's summary (instant) dismissal.
- 5 The applicant agrees to sign a Confidentiality form containing the Club's usual terms and conditions when requested to do so, and is aware that promotion to some positions within the Club is (amongst other things) contingent upon such a form being signed. A copy of the Confidentiality form is available upon request.
- 6 The applicant hereby authorises the Club and also authorises and requests each former employer, and each referee given in this application, to answer any and all questions they may be asked now or in the future, and to give any and all information of any kind in connection with this application or concerning their work habits, character, financial responsibility, reason for leaving any employment or their action in any transaction and the Club in furnishing others and anyone who has furnished or may furnish to the Club any such information shall not be responsible for loss or damage that he/she may suffer in consequence thereof, any provisions of law or equity to the contrary being expressly waived by the applicant.
- 7 In the event of being employed by the Club, the applicant agrees:
 - a To abide by all of the Clubs directives regarding the wearing of personal protective or safety equipment.
- 8 The applicant acknowledges that they are aware that the Club's usual terms and conditions include the following, and that if the applicant is employed by the Club, the applicant's terms and conditions of employment will include the following:
 - a Subject to any Award to the contrary, the Club may determine the salary period of payment and the manner of payment.
 - b Unless otherwise stated, any offer of employment is conditional on satisfactory completion **of a three or six (3) or (6) month** probationary period as outlined in the employment agreement.



- 8 c That an employee is required during business hours to devote their whole time and attention to the affairs of the Club and follow all policies and procedures set by the Club.

- d An employee shall not during the employee's employment with the Club or at any time after termination of their employment with the Club (directly or indirectly) discuss, disclose, utilise or obtain any advantage or benefit (for themselves or for any other person, firm or corporation) any confidential information. In this paragraph "confidential information" means information not generally known to the employee before their employment with the Club, and acquired by the employee during the term of their employment with the Club, relating to the business of the Club during the term of their employment, including but not limited to: processes, equipment, marketing and merchandising methods, finance, business systems and techniques, trade connections, clients, cost prices, supplies, contracts, mortgages, computer software and programming.

- e Any inventions, discoveries or improvements that an employee may make, invent, acquire or suggest during their employment with the Company, either solely or jointly with others in respect of any matter or thing connected with others in any way with or relating to their work with the Club or pertaining to the Club business, shall become the absolute property of the Club, free from any legal or equitable claim or title on their part and the employee further agrees to execute, acknowledge and deliver at the Club's expense all such documents dealing with the fore-going, as may be necessary or reasonably required by the Club for perfecting such title to the Club.

9 Given the nature of the work done by the Club, it is relevant for us to know certain things about the criminal records of applicants for employment. Please read and answer the following:

Have you ever been convicted of any criminal expense which has not been quashed, pardoned or spent? (See note below) **YES / NO (CIRCLE ONE)**

If yes, please describe those convictions:

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

Note: A conviction for an offence under Commonwealth or Territory Law is 'spent' if:

- (i) it did not result in a sentence of imprisonment, or resulted in a sentence of imprisonment of not more than 30 days; and

- (ii) A period of 10 years (or 5years if the person convicted was under 18 at the time) has ended without the person being convicted of another offence.

There are different rules for determining whether convictions for offences under State laws are 'spent'. Some convictions are never 'spent'

If you are unsure about how to answer to this question, please seek legal advice.



DECLARATION (please read carefully before signing)

I [redacted] hereby have read and have fully understood all aspects of this application for employment. I authorise North Sydney Leagues Club (the Club) and it's appointed officer/s to obtain information from any person, unless otherwise indicated by me, concerning my suitability for employment within the Club. I hereby release the Club and its officer/s from liability for any damage, claims, costs or expenses which may arise from the provision of such information.

I further declare that the statements made by me in this application are true and correct. I understand that any offer of employment with North Sydney Leagues Club Group is conditional and based on the accuracy of this information and that any false, incorrect, incomplete or misleading answers to any questions on this application, will be regarded as willful misconduct and will be grounds for dismissal.

I further declare that the above information is correct and complete. I acknowledge and understand that if I obtain employment with North Sydney Leagues Club and any information I have given in this application is found to be false, misleading or not complete, my employment with the Club may be terminated without notice and without pay in lieu of notice.

I understand that any offer of employment by North Sydney Leagues Club Group is based on the accuracy of statements contained within this application. I declare that, to the best of my knowledge, the information supplied by me in this application is true and correct and that any false, suppressed or misleading information, if I am accepted as an employee of *norths*, may be grounds for immediate dismissal/termination from employment.

If employed, I agree to abide by all of the Clubs policies and procedures, and the duties contained within my Job Descriptions. I agree to wear my uniform as directed, laundered and ironed at all times. I agree to abide by *norths* workplace safety policies and code of practice as outlined in the Employee Handbook and I agree to wear safety equipment as instructed. I agree to abide by Occupational Health and Safety practices at all times.

I understand that the activities of all Club patrons, members and employees are under 24 hour recorded surveillance as part of the normal club procedures, and if I am successfully employed by *norths*, that I will be subject to this surveillance in the course of my duties.

I authorise *norths* and its employed agency to contact all of my previous and/or current employers, including any employers that I have not nominated on this application. I hereby release any person, firm or institution from all liability and for any damage whatsoever issuing such information. I understand that any information obtained is supplied in confidence as material for evaluation.

If my application is processed, a criminal history check may be done by the agency employed by *norths* solely for this purpose. In order for this to be completed, I agree to provide a copy of my current driver's license, current passport or birth certificate. I agree to disclose my date of birth for this purpose: / / (dd/mm/yyyy)

Norths is subject to the provisions of the Privacy Amendment (Private Sector) Act 2001. Norths or its agency will use this personal information provided by me in this/these forms(s). It may be necessary for *norths* management to disclose or discuss my information to/with a third party, such as an internal Manager, my nominated referees, and/or my previous employers, in order to clarify these details.

Declaration:

I understand that the information supplied in this application is to the best of my knowledge, both true and complete. **I understand that any statement in relation to this application found to be untrue or deliberately misleading, could make me, if employed by *norths*, liable to dismissal. Please sign if you agree.**

Applicants Name: [redacted] Signature: [redacted] Date: [redacted]

Received by HR: _____ Date Received: _____ Identification sighted (type): _____

Norths is an Equal Opportunity Employer and always seeks to employ the most suitably qualified individual for the job, which is based upon job related qualifications, regardless of race, sex, age, marital status, physical or intellectual impairment or sexual orientation.



AVAILABILITY FORM

NAME _____ EFFECTIVE DATE ____/____/____ PAYROLL NUMBER _____

TIME/DAY	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00							
7:00							
8:00							
9:00							
10:00							
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2:00							
3:00							
4:00							

Please shade or place an "X" in each time slot to indicate that you **are** available. If you are available at all times, please write **AVAILABLE AT ALL TIMES** through the centre of the form. Note – you must be available to work the times within the shaded areas. Additional days and times are viewed favourably.