



APPLICATION FOR EMPLOYMENT FORM

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, public holidays 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.

PERSONAL INFORMATION			
Application for: Gaming <input type="checkbox"/> Administration <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Reception <input type="checkbox"/> Functions <input type="checkbox"/> *Other <input type="checkbox"/>			
*Other: <i>Please specify</i>			
Salutation: (Please circle one) Mr / Mrs / Ms / Miss		Previous name(s): (if applicable)	
LAST NAME:			
FIRST NAME:			
Female <input type="checkbox"/> Male <input type="checkbox"/>	D.O.B ____/____/____ <i>NB - Refer to declaration</i>	Are you able to produce valid current photo identification? Yes <input type="checkbox"/> A copy is required No <input type="checkbox"/>	
Your place of birth: Town/City:		Country:	
Your current residential address (Street number and name):			
Suburb:			
Postcode:	State:	Years at this address:	
Phone: (Home)	(Mobile)	(Work)	
Your email address:			
Have you ever worked in the club industry? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide details:			
Have you ever worked previously for <i>norths</i> ? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide details:			
Working with Children			
If this application is related to working with children, please be advised that prohibited persons are not eligible to apply.			
I am aware that I will undergo a Working with Children Check? Yes <input type="checkbox"/> No <input type="checkbox"/>			
norths are only able to employ candidates with the right to work in Australia. Please tell us if you hold one of the following:		Please detail the language/s you have proficiency in	
Australian or New Zealand Citizen	Yes <input type="checkbox"/> No <input type="checkbox"/>	Mandarin	<input type="checkbox"/> Cantonese <input type="checkbox"/>
Australian Permanent Resident	Yes <input type="checkbox"/> No <input type="checkbox"/>	Japanese	<input type="checkbox"/> Korean <input type="checkbox"/>
Valid temporary Australian Work Visa	Yes <input type="checkbox"/> No <input type="checkbox"/>	Vietnamese	<input type="checkbox"/> Thai <input type="checkbox"/>
None of the above	Yes <input type="checkbox"/> No <input type="checkbox"/>	English	<input type="checkbox"/>
		Other (please specify):	

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 current and approved RSA and RCG Certificates: Yes No

If YES, copies will be required upon commencement.

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

Do you hold a Certificate II or III in Hospitality or Certificate IV in Frontline Management: Yes No If YES please provide copies

When would you be available to commence employment, if you were offered a position?

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, ATTENDED OR PRESENTLY BEING UNDERTAKEN:

STUDIES CONTEMPLATED: _____

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS: _____

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 THREE 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 as opposed to mobile telephone numbers.

See below for details:-

NAME	POSITION	COMPANY	CONTACT NUMBER/S
1			
2			
3			

EMPLOYMENT HISTORY

Please show where you have worked before, include overseas as well as Australian work experience. Voluntary work may also be included. Please document in chronological order; most recent position held listed first.

DATE		EMPLOYER	POSITION HELD	REASON FOR CHANGE/LEAVING
FROM (YEAR)	TO (YEAR)			

HEALTH INFORMATION – Workplace Health and Safety

Applicants may be required to undergo a medical examination prior to appointment. To assist the Club to fulfill its obligations under Workplace Health and Safety law and regulation, please disclose any information about any disability or medical condition you have that may:

- (a) Prevent you from performing the inherent requirements of the position that you are applying for: or
- (b) Pose a risk to your health and safety, or the health and safety of your fellow employees in the workplace.

To help you respond to this question, please ask the Club for a copy of the position description for the position you are applying for. If you have any questions about this, please discuss them with Human Resources.

In addition to the above, please answer the following questions (below):			
QUESTIONS	YES	NO	IF YES TO ANY QUESTIONS, 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 OR 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 WORKERS COMPENSATION OR 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?			
IF REQUIRED, ARE YOU WILLING TO UNDERGO A PRE-EMPLOYMENT MEDICAL SCREENING TEST 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?			
DO YOU HAVE A DISCLOSABLE COURT OUTCOME OR HAVE YOU BEEN CONVICTED OF AN ADULT CRIME WITHIN THE LAST 10 YEARS?			
DO YOU HAVE A DISCLOSABLE COURT OUTCOME OR 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?			
DO YOU UNDERSTAND THAT AN OFFER OF EMPLOYMENT IS SUBJECT TO A REFERENCE CHECK FROM MY SECONDARY SCHOOL COLLEGE, INCLUDING ASPECTS OF THE BULLY CHECK PROGRAM, IF I AM 22 YEARS OF AGE OR YOUNGER.			

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 North Sydney Leagues Club Employee Enterprise Agreement 2013-2016 or any other applicable industrial instrument under which they will be employed.
- 4 The applicant is aware that theft by an employee of the Club, from the Club or any person within the Club, firm or corporation may result in the employee's summary (instant) dismissal. This is further outlined in the Employee Handbook.

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.
6	All potential candidates should be aware that our vacancies exist mainly at night – with emphasis on overnight from Monday through until Sunday night and public holidays and will include 3.00am and 4.00am finishes, which at times could be later due to trade. These times are crucial to our business and there will be NO EXCEPTIONS. Day shifts occur with the fluctuations of our business needs, or due to the need to cover sick days. Day shifts (or any shifts) cannot be offered on a permanent basis.
7	Potential candidates are required to provide proof of identity via 100 points of ID; e.g. current passport/drivers license/proof of age card/student ID.
8	Potential candidates may be required to undergo a pre-employment functional assessment and hearing test, along with a child protection screening assessment.
9	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.
10	In the event of being employed by the Club, the applicant agrees to abide by all of the Club's directives regarding the wearing of personal protective or safety equipment.
11	Shift lengths vary according to the employee's employment status and the needs of the business. Shifts can range from a three hour minimum shift to a 12 hour maximum shift. Staff must be aware that they can be on their feet for this length of time.
12	Annual leave is not permitted to be taken by anyone in December as this is our busiest time of the year. All new employees will be required to work over the Christmas and New Year periods.
13	North Sydney leagues Club Ltd has strict grooming and personal presentation guidelines. All employees will be expected to comply with these guidelines. This will be discussed at your interview and again at induction. No visible tattoos or body piercing, including eye brow, nose, lip or tongue piercing etc. One pair of earrings in the lower lobe is acceptable. Every employee will be issued with the full grooming policy on commencement which you will be required to sign.
14	Staff are not permitted to smoke inside the Club building at any time. Smoking is permitted in the designated staff area only.
15	Your current and ongoing availability will be one of the determining factors for your employment opportunity within North Sydney Leagues Club Ltd. Should you be successful in gaining a position within the Group's venues and your availability changes after your commencement, your employment may not be continued. We will take into consideration study schedules once you provide us with a copy of your schedule.
16	<p>a Subject to any Agreements, Awards or other applicable industrial instrument to the contrary, the Club may determine the salary period of payment and the manner of payment.</p> <p>b Unless otherwise stated, any offer of employment is conditional on the satisfactory completion of a six (6) month qualifying (probationary) period in accordance with the Fair Work Act 2009, and as outlined in the employment agreement. Only at the successful completion of this period, will the employee's employment be confirmed.</p> <p>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.</p> <p>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.</p> <p>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</p>

DECLARATION (please read carefully before signing)

I (print name) _____ hereby have read and have fully understood all aspects of this Application for Employment form. 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 upon 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.

If employed, I agree to abide by all of the Clubs policies and procedures and the duties contained within my Position 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.

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: // (date of birth - 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 further declare that the statements made by me in this application are true and complete, and understand that a false statement or dishonest answer will be regarded as misconduct and will be grounds for dismissal of employment.**

I agree that the employer has the right to terminate my services within the minimum employment period of six (6) months should I not work at a satisfactory level. I also agree to pre-employment screening, should this be applicable. I agree to the examination of the contents of all vehicles, parcels, baggage carried by or in the possession of myself into or out of the employer's premises. I understand that theft and/or fraud are dismissible offences.

Please sign if you agree.

Applicants Name: _____ Signature: _____ Date: _____

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 experience and skills, regardless of race, sex, age, marital status, physical or intellectual impairment or sexual orientation.

YOUR AVAILABILITY TO WORK

All applicants are advised that as part of the conditions of employment with norths, you may be expected to work rotating rosters and/or day, afternoon, weekend, public holidays and overnight shifts. You **MUST** be available to work during the shaded areas, as these are peak trading times. Additional days and times are a bonus. Shade or place an "X" in each time slot to indicate that you ARE available. If you are available at all times, write "AVAILABLE AT ALL TIMES" on the form.

If your availability should change once you commence employment and it no longer meets the needs of the business, we reserve the right to discontinue your employment. We will take into account and consideration, should you be studying and your timetables change; however you must provide the People Advisor with a copy of your timetable.

TIME/DAY	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00							
7:00							
8:00							
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11:00							
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