



Employment Application

Office Use Only
Copied to:

Contact Details

First name	
Surname	
Preferred name <i>(if applicable)</i>	
Address	Street address: Suburb: Post code:
Phone	Home: _____ Mobile: _____
Email	

Type of Work

Please indicate the job role/s you wish to apply for <i>Note: you may select more than one</i>	<input type="checkbox"/> Wait Staff <input type="checkbox"/> Bar Service <input type="checkbox"/> Kitchen <input type="checkbox"/> Gaming <input type="checkbox"/> TAB <input type="checkbox"/> Reception <input type="checkbox"/> Administration / Office	<input type="checkbox"/> Cleaning <input type="checkbox"/> Childminding <input type="checkbox"/> Grounds and Maintenance <input type="checkbox"/> Doorperson <input type="checkbox"/> Management <input type="checkbox"/> Other: _____
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Eligibility

Please confirm your eligibility to work in Australia <i>(select one)</i> : Note: If your application for employment is successful you will need to provide evidence of your right to work in Australia.	<input type="checkbox"/> I am an Australian or New Zealand citizen or Australian Permanent Resident OR <input type="checkbox"/> I hold a current visa with work rights in order to gain employment in Australia.
If applying for a job involving gaming, food and beverage service or security, please confirm you meet the minimum age requirement:	<input type="checkbox"/> I will be 18 years of age or over at the date I have indicated as available to commence employment.

Availability

If successful, which date are you available to commence employment: _____

Please record the days and times you are available to work	Available All Day	Available from (time)	Available to (time)	Not Available
Monday	<input type="checkbox"/>			<input type="checkbox"/>
Tuesday	<input type="checkbox"/>			<input type="checkbox"/>
Wednesday	<input type="checkbox"/>			<input type="checkbox"/>
Thursday	<input type="checkbox"/>			<input type="checkbox"/>
Friday	<input type="checkbox"/>			<input type="checkbox"/>
Saturday	<input type="checkbox"/>			<input type="checkbox"/>
Sunday	<input type="checkbox"/>			<input type="checkbox"/>

Employment History and Qualifications

Please attach your resume as a separate document OR complete the employment and qualification sections below.

Employment Summary Please list most recent employer first			
Employer name	Dates from/to	Position/s held	Reason for leaving
	to		
	to		
	to		
	to		

Qualifications Please indicate licences, qualifications or accreditation certificates currently held that are relevant to the position for which you are applying. If successful you may be required to provide a copy of certificates or licenses required for your job.		
Qualification/Licence	Date obtained	Expiry date (if applicable)
<input type="checkbox"/> NSW RSA photo ID competency card (Responsible Service of Alcohol)		
<input type="checkbox"/> NSW RCG photo ID competency card (Responsible Conduct of Gaming)		
<input type="checkbox"/> Basic Food Handling Certificate		
<input type="checkbox"/> Food Safety Supervisor Certificate		
<input type="checkbox"/> Australian Drivers Licence		
<input type="checkbox"/> NSW Working with Children Check		
<input type="checkbox"/> NSW First Aid Certificate		
<input type="checkbox"/> NSW Security Licence		
<input type="checkbox"/> TAB Basics		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Background

Have you ever been convicted of a criminal offence associated with the requirements of the job for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any injuries, illnesses or other conditions of which you are aware and which you believe may a) prevent you from performing any of the requirements of the job for which you are applying, or b) be aggravated by performing any of the requirements of the job for which you are applying?"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have answered yes to either of the above questions you may provide further information:		

Nominated Referees

Please nominate a minimum of two referees depending on the position you are applying for. Ideally applicants for all positions would be able to provide suitable employer referee/s. If applicants are unable to provide an employer referee, Club Sapphire will consider other referees who can attest to the applicant's character.

Referee 1	Referee 2
Name: Organisation: Job Title: Phone: Email:	Name: Organisation: Job Title: Phone: Email:
Referee 3	Referee 4
Name: Organisation: Job Title: Phone: Email:	Name: Organisation: Job Title: Phone: Email:

Conditions of Application

- a) I declare that the information contained in this application and any other documents(s) provided in support of it is true and correct in every respect.
- b) I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in non acceptance of my application or termination of employment.
- c) I understand that this application does not constitute an offer of employment.
- d) I understand that, in some cases, working with children and/or police checks will be required and I will be notified in writing if this applies to this application.
- e) I understand that an offer of employment is subject to reference check/s from nominated referees.
- f) I understand that my personal information submitted and collected as part of my employment application and the recruitment process is kept on file by Club Sapphire for a period of three months for non-interviewed candidates and 6 months for interviewed candidates, after which time I am entitled to reapply.

Applicant Signature:

Date:

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<i>Action Taken</i>	<i>Actioned by</i>	<i>Date</i>