

EMPLOYMENT APPLICATION FORM

Thank you for your interest in working with Club Mudgee. The information we collect as part of your employment application is used to determine your suitability for work with Club Mudgee. As far as possible we will collect information directly from you via application forms, interviews and résumés submitted by you. Your nominated referees may also provide us with information. Sensitive information may be collected from medical practitioners and government databases such as police criminal records.

Please note that candidates may be required to complete a Pre-employment Medical check, a National Police Check and/or a Working with Children Check dependent on the role. Your qualifications may also be verified with the issuing institutions.

To be eligible to work at Club Mudgee, you must be an Australian or New Zealand citizen or have the applicable visa to be able to live and work in Australia. For more information, contact the **Australian Department of Immigration and Border Protection** at www.immi.gov.au.

POSITION APPLIED FOR	<u>OR</u>	
AREA OF INTEREST / EXPERIENCE <i>(NUMBER 1-3 IN ORDER OF PREFERENCE)</i>	<input type="checkbox"/> Customer Service – which will include working across all areas of the Club in our bars, gaming areas, the bistro, working as a barista or on functions dependent upon experience & certification	
	<input type="checkbox"/> Kitchen / Chef / Cook	<input type="checkbox"/> Reception
	<input type="checkbox"/> Management / Supervision	<input type="checkbox"/> General Administration <input type="checkbox"/> Cleaning / Maintenance

PERSONAL DETAILS					
Title:		Last Name:		Given Names:	
Preferred Name:		Date of Birth:		Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Residential Address:					Postcode:
Postal Address:					Postcode:
Business Phone:		Mobile Phone:		Home Phone:	
Email:				Driver's Licence:	

EMPLOYMENT DETAILS	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Period required: _____
Name of Current Employer: _____	Period of Employment: _____
Reason for Leaving: _____	
Have you worked for Club Mudgee (Mudgee Soldier's Club or Mudgee Bowling Club) previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, previous Position: _____	Approximate dates: _____
Do you have a spouse, partner, relative or household member working with Club Mudgee? (Definition of worker, e.g. employee, Board Member, volunteer, contractor)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: _____	
Relationship to you: _____	

Why are you interested in a position with Club Mudgee? _____

Do you have reliable transport to get to work for your rostered shifts? Yes No

Ideally, how many hours a week would you prefer to work?

Availability to Work

Club Mudgee's hours can vary depending on position and location. Please indicate below the times and days that you are **available** to work. If you are available to work any hours, please write **ALL** under the applicable day.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
Start							
Finish							

Please note that if you are successful in gaining employment, your days and hours of work will be based on your availability to work as indicated above. Should your availability change, please be aware that Club Mudgee is not obligated and may not be in a position to provide you with employment to accommodate your changed availability.

SKILLS AND EXPERIENCE

Do you hold any of the following certificates or licences? *Please be prepared to provide copies of all qualifications claimed.*

Please note that ALL employees are required to hold valid NSW RSA and RCG certificates upon commencement of employment.

- | | |
|--|--|
| <input type="checkbox"/> RSA - Expiry Date: _____ | <input type="checkbox"/> RCG - Expiry Date: _____ |
| <input type="checkbox"/> Keno Certificate – Date: _____ | <input type="checkbox"/> TAB Certificate – Date: _____ |
| <input type="checkbox"/> First Aid – Date: _____ | <input type="checkbox"/> Food Handling – Date: _____ |
| <input type="checkbox"/> Certificate: Level: _____ Course: _____ | <input type="checkbox"/> Food Safety Supervision – Date: _____ |

DISCLOSURE OF PRE-EXISTING INJURY OR ILLNESS

The position you have applied for may be physically demanding. As examples, you may be required to stand for long periods of time or sit for long periods of time; walk over uneven ground or work outdoors; work in hot or cold environments; undertake manual handling or repetitive lifting or carrying activities.

Do you have any pre-existing illness or injury which may impact on your ability to safely perform the position for which you have applied? Yes No

If you have answered 'yes' to the above question, please disclose details of how the illness or injury may affect your ability to safely perform the role (e.g. in relation to lifting or carrying, bending, standing, sitting, twisting, etc).

CRIMINAL CONVICTIONS

Have you ever been convicted of a crime other than a minor traffic offence? Yes No

If yes, please provide details: _____

A conviction must be over ten years old in order to be spent (for an offence committed as an adult) and less for a juvenile offence (three or five years, depending on the law). You need to have committed no further offences since that time. Also, serious offences usually cannot become spent, no matter how long ago they were committed.

EMPLOYEE DECLARATION

- I understand that the purpose of this application form is to identify whether I am fit to perform all aspects of the position applied for without risk to other employees, the public or myself. It is not merely to determine the success or otherwise of my employment application;
- I declare that the information provided within this application is true and correct and that the qualifications I have declared are genuine;
- I give permission to Club Mudgee to conduct verification checks on my qualifications with the issuing institutions;
- I give Club Mudgee permission to obtain information from previous employers or listed referees and, if necessary, seek medical information about my previous health from any doctor or hospital or WorkCover;
- By signing this declaration I agree to complete a National Police Check, a Pre-employment Medical Examination and / or a Working with Children Check if required and dependent upon the role;
- I declare that I am eligible to work in Australia and understand that any false information given regarding this matter will render me liable for dismissal;
- I understand that if successful in gaining employment, I will be on a six (6) month probation period, during which time my employment may be terminated in line with the relevant industrial instruments in place from time to time;
- I will abide by Club Mudgee rules, instructions, policies and procedures as declared to me from time to time or as contained in handbooks, guidelines, manuals or on noticeboards. I further understand that these rules, instructions, policies and procedures do not form part of my contract of employment;
- I understand that falsely claiming qualifications and / or providing false, incomplete or misleading information during the recruitment process will lead to dismissal and / or prosecution for any relevant offence.

Applicant Signature

Date

To complete your application please provide:

1. Signed "Employment Application Form"
2. Cover Letter
3. Résumé

Your résumé should detail your education/qualifications and skills, employment history (including reasons for leaving previous employers) and provide at least two (2) work-related referees.

Please forward your completed application to:

The Recruiting Manager
Club Mudgee
99 Mortimer Street
MUDGEES NSW 2850

Or by email to:

employment@clubmudgee.com.au

Visit our website at:

www.clubmudgee.com.au