



APPLICATION FOR EMPLOYMENT

Position Details	
Date submitted	
Position/s applied for	
Type of employment sought (Please circle)	Full time Part time Casual
Were you referred by a current staff member?	Yes / No
Name of staff member	
Personal Details	
Given name	
Surname	
Are you aged 13 years or older? (Please circle)	Yes / No
Residential address	
Suburb & Postcode	
Mobile phone number	
Email address	
Are you legally allowed to work in Australia? (Please circle)	Yes / No
<p>PLEASE BE ADVISED: It is a requirement for your employment to have a National Police Check / VISA Check completed. If you have a criminal history this will show up in the National Police Check or alternatively if your VISA is invalid, this also will be evidenced. You need to be aware that negative responses may impact on your application's success.</p> <p>It also is a requirement for ongoing employment with the Club that regular National Police Checks / VISA Checks may be obtained of all employees.</p> <p>Completion and submission of this application form to the Hervey Bay Boat Club means you are aware of this requirement, you give permission to have the relevant checks carried out and you agree to sign the necessary paperwork to facilitate this occurring. Refusal to comply with this provision subsequent to engagement will be considered serious misconduct and may result in immediate termination of your employment.</p>	
Availability	
<p>The Hervey Bay Boat Club is open from 8.30am to midnight every day of the week. As the Community Club Industry operates on a seven day basis, you may be required to work some evenings, weekends and public holidays based on rotating rosters.</p>	
When are you able to start?	

Are you available to work on any of the following occasions? (Please circle)	Public Holidays Yes / No Weekends Yes / No Evenings Yes / No
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Employment History

Please list your last 3 employers with you most recent employer first:

Employer: Town/Suburb: Position held: Start / end date: Key duties: Reason for leaving: Direct supervisor: Contact number:	
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Employer: Town/Suburb: Position held: Start & end date: Key duties: Reason for leaving: Direct supervisor: Contact number:	

Experience	
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Please tick (✓) if you have any experience in any of the following areas:

Administration	First Aid
Bar	Functions
Bingo	Gaming
Bistro food service	Keno
Cashier	Childcare
Cellar / Store person	Management
Chef	POS systems
Cook	Promotions
Kitchen	Reception
Coffee shop	TAB
Customer service	Driving a bus

Education	
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Do you hold any of the following Certificates? Please tick (✓)

Responsible Service of Alcohol	Responsible Service of Gambling
Food Handlers Certificate	BlueCard
Responsible Management of Licensed Venues	

Please list any other qualifications you hold which are relevant to the Club and/or hospitality industry:

Qualification	Date completed	Name of Institution

About You

Tell us why you would like to work at this Club?

What makes you the best candidate for the position you applied for?

Describe a difficult customer service situation that you were faced with in a previous position and how you overcame it?

Declaration

The Hervey Bay Boat Club will only use your personal information for the purpose of assessing your application for employment. If your application is successful, this information will be transferred across to the HR information system. The information we collect from you will be handled sensitively and securely with proper regard for your privacy. If you do not provide some of the personal information we request when you apply for a position with the Hervey Bay Boat Club, we may not be able to process your application. We may contact referees, whose details are provided by you, as part of our standard recruitment process

I have read the above declaration and fully understand the terms specified.

I hereby certify that the above information is true and correct and complete to the best of my knowledge and belief and consent to the Club pursuing a National Police Check / VISA Check and employment reference checks.

Signature:

Date: