

BREAKERS COUNTRY CLUB

EMPLOYMENT APPLICATION FORM

PART A – APPLICANT TO COMPLETE



PERSONAL DETAILS			
Date of Application:			
Mr/Mrs/Ms/Miss/Other:			
Full Name:			
Address:			
Town/Suburb:		Postcode:	
Phone Number:	M:	H:	
Emergency Contact:	Name/Relationship:		Number:
Email Address:			
Date Of Birth:	/ /		
Drivers Licence No:			

POSITION APPLIED FOR: (In order of preference)
1.
2.
3.
4.

WORK AVAILABILITIES: (from starting to finishing time i.e. 10am – 0.30am or open to close)							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM							
PM							
Other:							
Do you have your own transport?							
Is finishing late a problem for your transportation? If yes, please describe							

RECENT EMPLOYMENT HISTORY				
ORGANISATION	POSITION	EMPLOYMENT START	EMPLOYMENT FINISH	REASON FOR LEAVING

REFERENCES			
Organisation	Contact	Position Held	Phone Number
1)			
2)			
3)			
Other:			

REFERENCE CHECKS	
Do we have permission to check with your previous employers?	Yes / No
Have you ever worked at Breakers Country Club?	Yes / No
If yes, please provide dates and position/s held:	
Have you previously applied for a position at Breakers Country Club?	Yes / No
If yes, please provide dates and position:	
Do you have any friends or relatives working at Breakers Country Club? If yes, who?	

INDUSTRY QUALIFICATIONS			Office Only Viewed By:
Essential			
Responsible Service of Alcohol (RSA) NSW Current:	Yes / No	Expiry Date:	
Responsible Conduct of Gambling (RCG) NSW Current:	Yes / No	Expiry Date:	
Anti-money Laundering and Counter-terrorism Financing (AML/CTF):	Yes/No	Expiry Date:	
Desirable (provide description)			
Keno (Practical Operation):	Yes / No	Expiry Date:	
TAB (Basics Course):	Yes / No	Expiry Date:	
Gaming:			
Bar/Beverages:			
Kitchen/Food Safety Certificate:			
First Aid Certificate:	Yes / No	Expiry Date:	
Barista:			
Functions/Catering:			
Customer Service:			
Workplace Health & Safety:			
Administration:			
Other:			

SKILLS CHECKLIST (Please tick appropriate boxes and describe experience at interview)

BEVERAGE SERVICE/BAR:	TAB:	KENO:
TILL BALANCING: CASH HANDLING:	CELLAR:	POKER MACHINE ATTENDENT:
PROMOTIONS/RAFFLES/ MICROPHONE WORK:	RECEPTION (CLUB OR OTHER):	CAFÉ:
RESTAURANT:	BARISTA:	COOKING:
EVENTS/FUNCTIONS:	MARKETING:	CATERING:
MANAGEMENT:	SUPERVISING:	ADMINISTRATION:
BOOKKEEPING/ACCOUNTS:		
BANKING:	FIRST AID:	WHS:
CLEANING:	GREENKEEPING:	GOLF PRO SHOP:
Other:		

HEALTH AND SAFETY (DUTY OF CARE)

Do you have any medical and/or social issue, which might affect the performance of your work or the work of others?

Do you have any current/ previous Worker's Compensation/Work Cover claims in NSW or other states?

If YES, please describe injuries and date of injury:

Does Breakers Country Club have permission to check details with Work Cover?

Yes / No

PRE- INTERVIEW QUESTIONS (applicant please complete prior to interview)

Note: If you need additional space to write answers, please attach pages to application

What do you know about Breakers Country Club?

A:

What Club experience do you have/or past customer service experience?

A:

What catering/bar experience can you bring to Breakers?	
A:	
Are you currently employed/studying? If yes provide details of organisation and times	
A:	
Do you have a current RSA NSW Competency Card?	YES / NO
If yes, please explain the steps you have taken when dealing with an RSA Customer	
A:	
Do you have a current RCG NSW Competency Card?	YES / NO
If yes, please explain the steps you have taken when dealing with an RCG Customer	
A:	
What are you looking for from your job?	
A:	

EMPLOYEE AGREEMENT

I understand that if my application is successful, I am employed on a probationary agreement for 12 (twelve) weeks, and at the end of this period a final decision on my employment will be made. I understand that any false, misleading or incomplete information stated by me on the position application will lead to instant dismissal if employed by the Club.

I, (print name here) understand that working for a hospitality venue I am expected to work: early mornings, daytime, evenings, late nights, public holidays and weekends as required.

I declare that the above information is true and correct and complete in all aspects.

Applicant Signature:	
Date:	

OFFICE USE ONLY			
Interview Date:		Interviewed By:	
Commencement Date:		Cost Centre:	
Position Title:		Award Level:	
Department/s:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Rate \$:			