

## APPLICATION FOR EMPLOYMENT

All applicants are advised that as part of the conditions of employment at DOOLEYS, staff may be expected to work rotating rosters and/or day, afternoon, weekend, public holidays and overnight shifts.

Any changes to availability once hired as an employee must be by mutual agreement between both parties. ALL questions must be answered. Where boxes are provided for answers, mark relevant box with an X. Please print in other cases.

| <b>PART A – PERSONAL INFORMATION</b>  |                    |   |  |
|---|--------------------|---|--|
| Application for: Member Services <input type="checkbox"/> Gaming <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Administration <input type="checkbox"/> Other <input type="checkbox"/> |                    |   |  |
| Other: (please specify)   |                    |   |  |
| Salutation: (please circle) Mr. / Mrs. / Ms. / Miss   |                    | Previous name(s):<br>(if applicable)  |  |
| <b>FAMILY NAME:</b>   |                    |   |  |
| <b>FIRST NAMES:</b>   |                    |   |  |
| Male <input type="checkbox"/> Female <input type="checkbox"/>   | D.O.B. ___/___/___ | Are you able to produce valid current photo identification?                           | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Other <input type="checkbox"/> _____  |                    |   |  |
| Place of birth: Town/City:  |                    | Country:  |  |
| Current Residential Address:  |                    |   |  |
| SUBURB:   | STATE:             | POSTCODE:   | Years/Months at address:                                 |
| Phone: (Home)   | (Mobile)           | (Work)  |  |
| Email address:  |                    |   |  |
| Have you previously worked for DOOLEYS?   |                    | Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please give details: |  |
| Are you related to a current DOOLEYS employee?  |                    | Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please give details: |  |
| Are you legally entitled to work in Australia?  |                    | Do you speak a language other than English?   |  |
| Yes <input type="checkbox"/> No <input type="checkbox"/>  |                    | Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please specify:      |  |
| If you are not an Australian citizen, do you have residency, a Visa or other authority allowing you to work?  |                    |   |  |
| <input type="checkbox"/> Residency <input type="checkbox"/> Visa (Please specify Visa type _____)   |                    |   |  |
| Driving License: Yes <input type="checkbox"/> No <input type="checkbox"/>   |                    | Own vehicle: <input type="checkbox"/> Yes <input type="checkbox"/> No                 |  |
| <b>Do you hold current and NSW approved RSA and RCG Competency Card?</b> <input type="checkbox"/> RSA <input type="checkbox"/> RCG  |                    |   |  |
| <b>If Yes, please provide copy</b>  |                    |   |  |
| <i>Please Note: Successful applicants will need to undergo RSA and RCG training at their own expense prior to commencement.</i>   |                    |   |  |

**PART B – EDUCATION**

**PART B & C: If your education is included in your resume/attached to this application form, there is no need to complete this section.**

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 |
|------------------------|------|----|----------------|
|                        |      |    |                |
|                        |      |    |                |
|                        |      |    |                |

OTHER COURSES COMPLETED, ATTENDED or CURRENTLY UNDERWAY:

\_\_\_\_\_

STUDIES CONTEMPLATED: \_\_\_\_\_

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS: \_\_\_\_\_

**PART C – EMPLOYMENT HISTORY** If resume is attached to this application form, there is no need to complete this section.

| DATE        |           | EMPLOYER | POSITION HELD | REASON FOR LEAVING |
|-------------|-----------|----------|---------------|--------------------|
| FROM (YEAR) | TO (YEAR) |          |               |                    |
|             |           |          |               |                    |
|             |           |          |               |                    |
|             |           |          |               |                    |
|             |           |          |               |                    |

**PART D – REFERENCES** Please include the name, contact number and email address of your TAFE teacher if you are attending TAFE.

Do you have any objections in DOOLEYS contacting your past or present employers regarding any aspect of your application regarding your previous employment history? Yes  No

State the names and details of three responsible persons, not including relatives, to whom, if considered necessary, reference may be made.

| NAME | POSITION | COMPANY | CONTACT NUMBER & EMAIL |
|------|----------|---------|------------------------|
| 1.   |          |         |                        |
| 2.   |          |         |                        |
| 3.   |          |         |                        |

|                                 |        |
|---------------------------------|--------|
| <b>PART E – MEDICAL HISTORY</b> |        |
| Doctors Name:                   | Phone: |
| Address:                        | Email: |
|                                 | Fax:   |

**WHS**

To assist the Club to fulfill its obligations under Work Health and Safety laws, 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 us.

Please specify:

|   |
|---|
| <b>PART F - TERMS AND CONDITIONS OF EMPLOYMENT</b>  |
| <p><b>1</b> 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.</p>  |
| <p><b>2</b> 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.</p> |
| <p><b>3</b> The applicant agrees to abide by the DOOLEYS Lidcombe Catholic Club Ltd Employee Enterprise agreement 2010-2014 or other applicable industrial instrument under which they will be employed.</p>  |
| <p><b>4</b> The applicant is aware that theft by an employee of the Club from the Club or any person, firm or corporation may result in the employee's summary (instant) dismissal.</p>   |
| <p><b>5</b> The applicant agrees to sign a Confidentiality form containing the Club's usual terms and conditions if he/she is 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. A copy of the Confidentiality form is available upon request.</p>   |

**6** 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 sort 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.

**7** In the event of being employed by the Club, the applicant agrees:

**a** To abide by all the Clubs directives regarding the wearing of personal protective or safety equipment

**8 a** Subject to any Agreements, Awards or other applicable industrial instrument to the contrary the Club may determine the salary period payment and the manner of payment.

**b** Unless otherwise stated, any employment offered is conditional on the satisfactory completion of a **six (6) month** qualifying (probationary) period.

**c** That an employee is required during business hours to devote their whole time and attention to the affairs of the Club.

**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 their term of their employment with the Club relating to the business of the Club during the term of their employment with the Club, including but not limited to: process, equipment marketing and merchandising methods, finance, business system and techniques, trade connections, clients, cost prices, supplies, contracts, mortgages, computer software and programming.

**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 respect of any matter or thing connected in any way with or relating to their work with the Club or pertaining to the Club's business shall become the absolute property of the Club, free from any legal or equitable claim or title on their part and they further agree to execute, acknowledge and deliver at the Club's expenses all such documents dealing with the foregoing as may be necessary or reasonably required by the Club for perfecting such title to the Club.

**9** 9.1 You are not required to disclose any previous conviction that is a "spent conviction" under NSW legislation.

9.2 The Club will only consider the possible relevance of any prior criminal conviction in light of the particular requirements and circumstances for the particular position including – working with children in the context of the Club environment; the obligations of the Club to provide a safe workplace for all employees and patrons; OH&S requirements; requirements in relation to responsible service of alcohol and the responsible provision of gaming; any other specific obligation of the Club to provide a safe workplace for all employees and patrons; and any other specific requirements of the particular position (if any). Decisions in that regard are made by the Club's HR Staff and by Executives at Manager level and above.

9.3 Any disclosure you make will otherwise be disregarded and will always be subject to the Club's privacy obligations.

9.4 If you disclose any criminal conviction please feel free to provide a full explanation of the circumstances and whether the conviction is relevant to the particular position and any mitigating circumstances.

9.5 If it appears that your application might be rejected and a substantial factor is a disclosed prior conviction, then we will tell you that. You will have 24 hours in which to put any further submission you wish to make, to the senior manager involved in the particular employment process. Ultimately of course the Club's decision will be final.

9.6 Where warranted because of the nature of the position, the Club may require either that you obtain and provide a National Criminal History Record Certificate or that you complete a *Working with Children* consent and declaration (and go through a 100 point identity check so that the Club can obtain a background check from the Commission for Children and Young People).

#### DECLARATION

I [redacted] hereby have read and fully understood all aspects of this application. I authorise DOOLEYS Lidcombe Catholic 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 my employment with DOOLEYS Lidcombe Catholic Club is conditional upon the accuracy of this information and that any false, incorrect, incomplete or misleading answer to any question 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 DOOLEYS Lidcombe Catholic 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.

**Applicants Name:** [redacted] **Signature:** [redacted]

**Date:** [redacted] *Received by People & Learning:* \_\_\_\_\_ *Date* \_\_\_\_\_

To assist us to know how we are most effectively attracting our candidates, please complete the following questions:

Please tell us how you became aware of the opportunity at DOOLEYS Lidcombe Catholic Club?

- Seek
- Facebook
- Linked In
- DOOLEYS Website
- Employee Referral
- Member or Guest of DOOLEYS
- Current or Ex-Employee of DOOLEYS
- Training Organisation (Please Specify) \_\_\_\_\_
- Other \_\_\_\_\_

**New Starter - AVAILABILITY TO WORK:**

All applicants are advised that as part of the conditions of employment with DOOLEYS, you may be expected to work rotating rosters and/or day, afternoon, weekend, public holidays and overnight shifts.

Place an "X" in each time slot to indicate that you **are available to work**

| TIME/DAY | WED | THUR | FRI | SAT | SUN | MON | TUE |
|----------|-----|------|-----|-----|-----|-----|-----|
| MIDNIGHT |     |      |     |     |     |     |     |
| 1.00am   |     |      |     |     |     |     |     |
| 2.00am   |     |      |     |     |     |     |     |
| 3.00am   |     |      |     |     |     |     |     |
| 4.00am   |     |      |     |     |     |     |     |
| 5.00am   |     |      |     |     |     |     |     |
| 6.00am   |     |      |     |     |     |     |     |
| 7.00am   |     |      |     |     |     |     |     |
| 8.00am   |     |      |     |     |     |     |     |
| 9.00am   |     |      |     |     |     |     |     |
| 10.00am  |     |      |     |     |     |     |     |
| 11.00am  |     |      |     |     |     |     |     |
| MIDDAY   |     |      |     |     |     |     |     |
| 1.00pm   |     |      |     |     |     |     |     |
| 2.00pm   |     |      |     |     |     |     |     |
| 3.00pm   |     |      |     |     |     |     |     |
| 4.00pm   |     |      |     |     |     |     |     |
| 5.00pm   |     |      |     |     |     |     |     |
| 6.00pm   |     |      |     |     |     |     |     |
| 7.00pm   |     |      |     |     |     |     |     |
| 8.00pm   |     |      |     |     |     |     |     |
| 9.00pm   |     |      |     |     |     |     |     |
| 10.00pm  |     |      |     |     |     |     |     |
| 11.00pm  |     |      |     |     |     |     |     |

Please list below any dates over the next 4 to 6 weeks that you will be unable to attend work due to other commitments:

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|