

P.O Box 160, Swansea. NSW 2280 Ph: 024971 1329 Fax: 024971 2613 Email: <u>club@swansearslclub.com</u> www.swansearslclub.com

EMPLOYMENT APPLICATION FORM

At Swansea RSL Club our business is hospitality and our commitment is to provide our members and guests with the highest standards of service.

With this in mind ask yourself do you have the following:-

- Good presentation
- Good communication skills
- A friendly and outgoing personality with a positive attitude
- Willingness to work as a team
- Prepared to work varied hours, both day & night
- Have own transport or access to reliable public transport
- Relevant certificates to the hospitality industry (must be OLGR approved)

Once you have completed all questions on the employment application form attach your resume and it will be forwarded onto the Human Resource Manager, after this, you may be called to attend an interview.

Surname: _____

Given Names:

Date of Birth:	
Address: Post Code	
Home Phone:	
Mobile Phone:	
Email:	
Emergency Contact:	
Drivers Licence: (please tick)	Yes No
If yes what class: (please tick)	C LR MR or higher
Have you completed the following: (please tick)	RSA RCG Food Hygiene Certificate First Aid Other (please describe)
Position applying for: (please tick)	Bar / Gaming (Poker Machines, Keno, TAB) Reception Catering Functions Administration
Employment type: (please tick)	Casual Part time Permanent

Availability: (please tick)

Please note that Swansea RSL Club is open 365 days a year and all staff are required to make themselves available when required (weekends, public and school holidays etc.)

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Night							
Are you presently employed (tick)		Yes No					
Are you presently undertaking higher education (please tick)		Yes No Intend	 ing to _				

Please indicate below any pre-existing medical issues that should be declared to Swansea RSL Club Ltd on employment.

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I declare that the information I have provided is correct at this time. I authorise Swansea RSL Club to perform checks of my credentials included in my resume that may contain information regarding my suitability for employment. I understand that all personal information I have provided is to be treated as strictly confidential.

Applicants Signature

Date