



# APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Toukley RSL Sub Branch Club Ltd (Trading as The Ary Toukley) is an equal opportunity and preferred employer. **Please be advised that only potential candidates will be contacted.**

## PERSONAL DETAILS

Position applied for: \_\_\_\_\_ ☐ Male ☐ Female  
First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

Are you over 18 years of age? ☐ Yes ☐ No

Are you a permanent resident of Australia? ☐ Yes ☐ No

For literacy and language purposes associated with training, is English **your first** language?

☐ Yes ☐ No

If no, please list other languages spoken: \_\_\_\_\_

## EDUCATION AND TRAINING DETAILS

List qualifications obtained from most recent education, e.g. High School, College or University

High School Name: \_\_\_\_\_ Year Completed: \_\_\_\_\_

College / TAFE / university Studies: \_\_\_\_\_ Year Completed: \_\_\_\_\_

## SKILLS SUMMARY

Have you obtained and have copies of the following certificates? Please tick all relevant boxes:

- ☐ Responsible Service of Alcohol (RSA) - Competency Card  
☐ Responsible Conduct of Gambling (RCG) - Competency Card  
☐ Advanced Responsible Conduct of Gambling (ARCG) – Competency Card  
☐ Certificate II or III Hospitality ☐ Certificate IV Frontline Management

Have you completed any other training or hold any licences that you feel is relevant to this application?  
Please list:

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## DRIVER'S LICENCE

Do you hold a current Australian driver's licence? ☐ Yes ☐ No Class: \_\_\_\_\_

If yes, what type of licence do you hold? ☐ P-1 (red) plate ☐ P-2 (green) plate ☐ Full Licence

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## EMPLOYMENT HISTORY

Please commence with the most current employer first. Please attach a current resume once completed.

1. Name of Employer: \_\_\_\_\_  
Title / Role: \_\_\_\_\_  
Period of Employment (Date): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Reason for leaving: \_\_\_\_\_
2. Name of Employer: \_\_\_\_\_  
Title / Role: \_\_\_\_\_  
Period of Employment (Date): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Reason for leaving: \_\_\_\_\_

Why would you like to work at The Ary Toukley?

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Please use two (2) words that best describe you:

1. \_\_\_\_\_
2. \_\_\_\_\_

## REFEREES

Relevant to the above roles:

1. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Position: \_\_\_\_\_ Contact No.: \_\_\_\_\_
2. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Position: \_\_\_\_\_ Contact No.: \_\_\_\_\_

## HEALTH DETAILS

Is there anything in your personal circumstances which may affect your ability to carry out the inherent requirements of the role(s) you are applying for? ☐ Yes ☐ No

If 'Yes', please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## STAFF AVAILABILITY SCHEDULE

Please complete the following table with the times and days that you are available to work. The earliest shift starts at 7am with the Club opening at 10am 7 days a week, and closing times are listed below:

☐ **Sunday to Thursday: 1am**      ☐ **Friday and Saturday: 3am**

This schedule is used as one of our selection criteria and, should you be successful in your application, this is the availability that will be used to roster you for shifts. If your availability should change once you commence employment and it no longer meets the needs of our business, we reserve the right to discontinue employment. Please note that changes in personal circumstances beyond your control are taken into account.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Earliest available start time							
Latest available finish time							

## CONDITIONS OF EMPLOYMENT – PLEASE READ CAREFULLY

Listed are the conditions of employment with The Ary Toukley. To be eligible for employment, only those candidates who meet the following criteria will be considered.

- Potential candidates should be aware that our vacancies mainly exist at night, with emphasis on weekends. **These times are crucial to our business and there will be NO EXCEPTIONS. No particular shifts are offered on a permanent basis.**
- Potential candidates are required to provide proof of identity via photo ID e.g. current driver's licence / passport/ student ID.
- Potential candidates may be required to undergo a criminal history check and consent for this process to take place.
- Employment is governed by a six-month minimum employment period in accordance with the Fair Work Act 2009, and only at the successful completion of this period will the employment be confirmed.
- Hours of work vary according to the employee's employment status and to the needs of the business. Generally speaking, hours can range from a three hour to a twelve-hour shift (staff must be aware that they may be on their feet for this amount of time).
- **Leave is not permitted to be taken by anyone in November - January as this is our busiest time of year. All new employees will be required to work over the Christmas and New Year period.**
- **The Ary Toukley has strict grooming and personal presentation guidelines.** All employees will be expected to comply with these guidelines. This will be discussed at your interview and again at your induction. **No visible tattoos or body piercings are allowed, including eye brow, nose, lip piercings etc.** Successful candidates are issued with the full grooming policy before commencement.
- Smoking is only permitted in the designated staff area.
- Should you be successful in your application, you will be required to attend an induction and complete the Barrington's suite of training and Food Handler Basics certification prior to commencement.
- Your current and ongoing availability will be one of the determining factors for your employment opportunity with The Ary.