



Leeton Soldiers Club

APPLICATION FOR EMPLOYMENT FORM

All applicants are advised that as part of the conditions of employment at LSC, staff may be expected to work rotating rosters and/ or day, afternoon, late evening, public holidays and overnight shifts. Any changes to availability once recruited as an employee, must be mutual agreement between both parties.

ALL questions must be answered. Where boxes are provided for answers, mark the relevant box with an X. Please print in other cases.

PERSONAL INFORMATION

Application for: <input type="checkbox"/> Gaming <input type="checkbox"/> Administration <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Reception <input type="checkbox"/> Functions <input type="checkbox"/> Other*		
Other* - Please specify		
Salutation: (Please circle one) Mr / Mrs / Ms / Miss		
LAST NAME:		Previous Name(s): If applicable
FIRST NAME:		
<input type="checkbox"/> Female <input type="checkbox"/> Male	D.O.B ____/____/____	Are you able to produce <input type="checkbox"/> Yes. A Copy is Required Current photo identification? <input type="checkbox"/> No
Your place of birth: Town/ City:		Country:
Your current residential address (Street number and name):		
Suburb:		
Postcode:	State:	Years at this address:
Phone: (Home)	(Mobile)	(Work)
Your email address:		
Have you ever worked in the club industry? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide details:		
Have you ever worked previously for LSC? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide details:		
Working with Children		
If this application is related to working with children, please be advised that prohibited persons are not eligible to apply. I am aware that I will undergo a Working with Children Check? Yes <input type="checkbox"/> No <input type="checkbox"/>		
LSC are only able to employ candidates with the right to work in Australia. Please tell us if you hold one of the following:		Please detail the language/s you have proficiency in
Australian or New Zealand Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mandarin <input type="checkbox"/> Cantonese <input type="checkbox"/>
Australia Permanent Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No	Japanese <input type="checkbox"/> Korean <input type="checkbox"/>
Valid temporary Australian work Visa	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vietnamese <input type="checkbox"/> Thai <input type="checkbox"/>
None of the above	<input type="checkbox"/> Yes <input type="checkbox"/> No	English <input type="checkbox"/>
		Other (please specify):

Sports/ hobbies/ clubs/ interests:

Do you hold a current and approved RSA and RCG Certificates: ☐ Yes ☐ No
 If YES, copies will be required upon commencement.
Please Note: All successful front of house applicants will need to undergo RSA and RCG training at their own expense prior to commencement of employment with LSC.
 Do you hold a II or III in Hospitality or Certificate IV in Frontline Management: Yes ☐ No ☐ If YES please provide copies

When would you be able to commence employment/ If you were offered a position?

EDUCATION

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	Major Field of Study
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other courses completed, attended or presently undertaken:

Studies Contemplated: _____

Membership of professional organisations: _____

REFERENCES

Do you have any objections in LSC contacting your past or present employers regarding any aspect of your application relating to your previous employment history Yes ☐ No ☐

State the names and address of TWO responsible persons, not including relatives, to whom, if necessary, reference may be made. These should be WORK related references. WORK telephone numbers are preferred as opposed to mobile phone numbers.

See next page for details:

Name	Position	Company	Contact Number/s
1.			
2.			

EMPLOYMENT HISTORY

Please show where you have worked before, include overseas as well as Australian work experience. Voluntary work may also be included. Please document in chronological order; most recent position held listed first.

Date		Employer	Position Held	Reason for Change/ Leaving
From (Year)	To (Year)			

HEALTH INFORMATION – Workplace Health & Safety

Applicants may be required to undergo a medical examination prior to appointment. To assist the Club to fulfil its obligations under the Workplace Health and Safety law and regulation, please disclose any information about any disability or medical condition you may 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 Human Resources.

Questions	Yes	No	If yes to any questions, please provide details
Have you ever been discharged from employment because of unsatisfactory work or conduct?			
If employed by LSC, would you be working in any other capacity OR with another employer?			
Do you have any objections to enquiries of your present or previous employer/s regarding qualifications and character?			
Do you have any objections to LSC seeking verification and additional information to any matter within this application?			
Have you ever received workers compensation for any reason? If you have answered yes, are you still receiving workers compensation or rehabilitation payments?			
Are there any medical factors that might prevent you from carrying out any/ all inherent requirements of the duties/ position that you have applied for?			
If required, are you willing to undergo a pre-employment medical screening test prior to your employment?			
Do you still suffer from any medical condition that may require LSC to obtain special knowledge and/ or training to protect your health and safety in the workplace?			
This includes, Asthma, Diabetes, Hearing Loss etc.			
Do you smoke?			
Do you have friends or family employed at LSC?			
Do you have a disclosable court outcome or have you been convicted of an adult crime within the last 10 years?			
Do you have a disclosable court outcome or have you been convicted of a juvenile crime within the last 5 years?			
Is there any further information you would like to provide the club with?			
Do you understand that an offer of employment is subject to a reference check from my secondary school college, including aspects of the bully check program, if I am 22 years of age or younger.			

TERMS AND CONDITIONS OF EMPLOYMENT

1.	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.
2.	If required by the Club and the nature of the position, the prospective employee may be required to undergo a medical examination by the Clubs 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. The cost of undertaking the medical will be the responsibility of the applicant.
3.	The applicant agrees to abide by the LSC Employees Handbook or any other applicable industrial instrument under which they will be employed.
4.	The applicant is aware that theft by an employee of the club, from the club or any person within the Club, firm or corporation may result in the employee's summary (instant) dismissal. This is further outlined in the Employees Handbook.
5.	The applicant agrees to sign a confidentiality form containing the clubs usual terms and conditions when 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.
6.	All potential candidates should be aware that our vacancies exist mainly at night – with emphasis on overnight from Monday through till Sunday night and public holidays and will include 2.00am finishes, which at times could be later due to trade. These times are crucial to our business and there will be NO EXCEPTIONS. Day shifts occur with the

	fluctuation of our business needs, or due to the need to cover sick days. Day shifts (or any shifts) cannot be offered on a permanent basis.
7.	Potential candidates are required to provide proof of identity via 100 points of ID; e.g. current passport/ drivers licence/ proof of age card/ student ID.
8.	Potential candidates may be required to undergo a pre-employment functional assessment and hearing test, along with a child protection screening assessment.
9.	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 kind 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 Clubs any such information shall 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.
10.	In the event of being employed by the Club, the applicant agrees to abide by all of the clubs directives regarding the wearing of personal protective or safety equipment.
11.	Shift lengths vary according to the employee's employment status and the needs of the business. Shifts can range from a 3 hour minimum shift to a 12 hour maximum shift. Staff must be aware that they can be on their feet for this length of time.
12.	Annual leave will not always be permitted to be taken by anyone in December as this is our busiest time of the year. All new employees will be required to work over Christmas and New Year periods.
13.	LSC has a 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 piercing, including eye brow, nose, lip, or tongue piercing etc. These guidelines will be outlined in the Employee Handbook as well.
14.	Staff are not permitted to smoke inside the Club building at any time. Smoking is permitted in the designated staff area only which is located inside the back loading dock near the generators.
15.	Your current and ongoing availability will be one of the determined factors for your employment opportunity within LSC. Should you be successful in gaining a position within the Group's venues and your availability changes after your commencement, your employment may not be continued. We will take into consideration study schedules once you provide us with a copy of your schedule.
16.	<p>a). Subject to any Agreements, Awards or other applicable industrial instrument to the contrary, the Club may determine the salary period of payment and the manner of payment.</p> <p>b). Unless otherwise stated, any offer of employment is conditional on the satisfactory completion of a six (6) month qualifying (probationary) period in accordance with the Fair Work Act 2009, and as outlined in the employment agreement. Only at the successful completion of this period, will the employee's employment be confirmed.</p> <p>c). That an employee is required during business hours to devote their whole time and attention to the affairs of the club and follow all policies and procedures set by the club.</p> <p>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 the term of their employment with the club, relating to the business of the Club during the term of their employment, including but not limited to; processes, equipment, marketing and merchandising methods, finance, business systems and techniques, trade connections, clients, cost prices, supplies, contracts, mortgages, computer software and programming.</p> <p>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 any way with or relating to their work with the Club or pertaining to the Clubs business, shall become the absolute property of the Club, free from any legal or equitable claim or title on their part and the employee further agrees to execute, acknowledge and deliver at the Clubs expense all such documents dealing with the fore-going, as may be necessary or reasonably required by the Clubs for perfecting such title to the Club.</p>

- 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 Clubs to provide a safe workplace for all employees and patrons; WH&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 Clubs HR Staff, Legal representatives and by Executives at Manager level and above.

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.

Because of the nature of the position, the Club will require you to undertake a Nation Criminal History Record Check and/ 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).

[illegible]

There are different rules for determining whether convictions for offences under State law are 'spent'. Some convictions are never 'spent'. If you are unsure about how to answer to this question, please seek legal advice.

DECLARATION (Please read carefully before signing)

I (print name) _____ hereby have read and have fully understood all aspects of this Application for Employment form. I authorise Leeton Soldiers 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 damages, 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 any offer of employment with LSC is conditional and based upon the accuracy of this information and that any false, incorrect, incomplete or misleading answers to any questions on this application, will be regarded as wilful misconduct and will be grounds of dismissal.

I further declare that the above information is correct and complete. I acknowledge and understand that if I obtain employment with LSC 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.

If employed, I agree to abide by all of the Clubs policies and procedures and the duties contained within my Position Descriptions. I agree to wear my uniform as directed; laundered and ironed at all times. I agree to abide by LSC workplace safety policies and code of practice as outlined in the Employee Handbook and I agree to wear safety equipment as instructed. I agree to abide by Workplace Health and Safety practices at all times.

I understand that the activities of all Club patrons, members and employees are under 24 hour recorded surveillance as part of the normal club procedures, and if I am successfully employed by LSC, that I will be subject to this surveillance in the course of my duties.

If my application is processed, a criminal history check may be done by the agency employed by LSC solely for this purpose. In the order for this to be completed, I agree to provide a copy of my current drivers licence, current passport or birth certificate. I

agree to disclose my date of birth for this purpose // (date of birth – dd/mm/yyyy).

Leeton Soldiers Club is subject to the provision of the Privacy Amendment (Private Sector) Act 2001. LSC or its agency will use this personal information provided by me in this/ these form(s). It may be necessary for LSC management to disclose or discuss my information to/ with a third party, such as an internal Manager, my nominated referees, and/ or previous employers, in order to clarify these details.

Declaration:

I understand that the information supplied in this application is to the best of my knowledge both true and complete. **I further declare that the statements made by me in this application are true and complete, and understand that a false statement or dishonest answer will be regarded as misconduct and will be grounds for instant dismissal of employment.** I agree that the employer has the right to terminate my services within the minimum employment period of six (6) months should I not work at a satisfactory level. I also agree to pre-employment screening, should this be applicable. I agree to the examination of the contents of all vehicles, parcels, baggage carried by or in the possession of myself into or out of the employer's premises. I understand that theft and/ or fraud are dismissible offences.

Please sign if you agree.

Applicants Name _____ Signature _____ Date _____

Received by HR _____ Date Received _____ Identification Sighted (type) _____

Leeton Soldiers Club is an Equal Opportunity Club and always seeks to employ the most suitably qualified individual for the job, which is based upon job related qualifications experience and skills, regardless of race, sex, age, marital status, physical or intellectual impairment or sexual orientation.

YOUR AVAILABILITY TO WORK

All applicants are advised that as part of the conditions of employment with LSC, you may be expected to work rotating rosters and/ or day, afternoon, weekend, public holidays and overnight shifts. You **MUST** be available to work during the shaded areas, as these are peak trading times. Additional days and times are a bonus. Shade or place an "X" in each time slot to indicate that you ARE available. If you are available at all times, write "AVAILABLE AT ALL TIMES" on the form. If your availability should change once you commence employment and it no longer meets the needs of the business, we reserve the right to discontinue your employment. We will take into account and consideration, should you be studying and your timetable change: however you must provide the HR Manager with a copy of your timetable.

Time/Day	MON	TUES	WED	THUR	FRI	SAT	SUN
6.00							
7.00							
8.00							
9.00							
10.00							
11.00							
12.00							
13.00							
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Thank you for completing the Leeton Soldiers Club Employment Application Form