



RSL CLUB

Information for Applicants

The Following Information Will Help You Prepare Your Employment Application

Completing The Application Form:

Attached to this cover page is the Dee Why RSL Club Employment Application Form.

1. Please read through the Application Form carefully and answer all sections in as much detail as possible
2. Once you are satisfied with the responses provided please sign the Declaration on page 7
3. Remove this cover page
4. Attach a copy of the following documents (*if available*):
 - Responsible Service of Alcohol (RSA) certificate
 - Responsible Conduct of Gaming (RCG) certificate
 - Your Resume

Submitting Your Application Form:

There are several ways to return your completed Application Form to Dee Why RSL Club, please chose one of the following options:

1. *In Person:*
You may leave the completed Application Form with the Reception Staff
2. *Via Mail:*
Attn Human Resources
Dee Why RSL Club
PO Box 1546
Dee Why NSW 2099
3. *Via Email:*
recruitment@dyrsl.com.au

What Happens Next?

Your Application will be given every consideration, however due to the large number of Employment Applications received, not all applicants will be contacted immediately regarding their status.

If you are not successful at this time you will be notified in writing. Potential Applicants will be held on file for up to two months and notified should any suitable vacant positions arise.

Beyond two months, Application Forms will be disposed of in a secure manner. You are most welcome to reapply again after this time.

Contact Information:

Human Resources Department: Telephone Number: (02) 9454 4000 Email: recruitment@dyrsl.com.au

Good luck and thank you for considering Dee Why RSL Club.



RSL CLUB

Employment Application Form

Surname: Mr / Ms: _____ First Names: _____

Position Applied For: _____ Date: _____

Alternative Positions: _____

Start Date Available: _____

Address: _____ P/Code: _____

Telephone: Home: _____ Business: _____ Mobile: _____

Email: _____

Response to: Advertisement Walk In
Referred by current Dee Why RSL Club Employee

Name of Employee: _____

Have you been employed by Dee Why RSL Club previously? Yes No

(Please specify dates): _____

Availability: Full time Part Time Casual

Please print your preferred start and finishing time and be as accurate as possible, remembering that DYRSL Club is open until 4.00am during the week and 6.00am on weekends. Please be specific with your availability

DAY	Start Time	Finish Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Do you suffer from any ailment, allergy or disability, which may affect your work performance or ability to perform any of the tasks relative to the position applied for?

Yes No

If Yes please detail _____

Do you take any medication which may affect your work performance or ability to perform any of the tasks relative to the position applied for?

Yes No

If Yes please detail _____

Which of the following categories describes your current Residency Status:

- Australian Citizen Australian Permanent Resident
 Foreign National, with permission to work (Temporary Work Visa)

What documents have you produced to verify your Residency Status?

- Australian Birth Certificate
 Australian/New Zealand Passport
 Australian Citizenship Certificate
 Evidence of Residency (Permanent Resident's Visa)
 Foreign Passport, which contains evidence of permission to work (Temporary Work Visa)

Club Use only

Yes No
 Copy of Birth Certificate
 Yes No
 Copy of Passport
 Yes No
 Copy of Citizenship Certificate
 Yes No
 Copy of Permanent Resident's Visa
 Yes No
 Copy of Temporary Work Visa

EDUCATION / QUALIFICATIONS

Where possible please ensure that copies of any courses undertaken, and certificates received are attached to your resume/application

School / Institution	Qualification Attained	Year Completed
Secondary		
Tertiary		
R.S.A. (Responsible Service Of Alcohol)		
R.C.G (Responsible Conduct of Gaming)		
First Aid		
Other		

Are you currently undertaking any form of study? Yes No

If Yes, please provide details: _____

Computer Knowledge: (specify applications including any Point of Sale, Gaming software etc)

EMPLOYMENT EXPERIENCE

ADMINISTRATION

- Personal Assistant Secretarial
 Sales Marketing

FINANCIAL CONTROL

- Accounts Clerk

BUILDING SERVICES/GROUNDS

- Maintenance/Handy Person
 Cleaning
 Gardner/Ground Person
 Green Keeper
 Car Lovers

GAMING

- Cashier/Redemption
 Gaming Analyst
 Gaming Attendant
 TAB Keno
 Promotions Strong Room

FOOD & BEVERAGE

- Wait Person Barista
 Bar Person Cellar Person
 Stores Person Functions Set Up
 Sandwich Making

CUSTOMER RELATIONS CENTRE/ RECEPTION

- Receptionist
 Door Person
 Membership Sales

KITCHEN

- Executive Chef Chef De Partie
 Sous Chef Demi Chef
 Commis Chef Apprentice Chef
 Bistro Servery Year _____
 Short Order Cook Kitchen Hand

HUMAN RESOURCES

- HR Generalist
 Payroll Administrator

GENERAL SKILLS

- Rostering Supervision
 Duty Manager Cashier
 Security

Other Skills Relevant to Your Application (Describe): _____

Career Goals: _____

EMPLOYMENT HISTORY

Please give details of your current and previous employment, commence with the most recent position

Current Position Held By You:	COMPANY NAME: _____ TYPE OF BUSINESS: _____ DATES OF EMPLOYMENT: FROM _____ TO: _____ POSITION HELD: _____ DUTIES _____ _____ REFERENCE: NAME: _____ POSITION: _____ PHONE: _____
Previous Positions Held By You	COMPANY NAME: _____ TYPE OF BUSINESS: _____ DATES OF EMPLOYMENT: FROM _____ TO: _____ POSITION HELD: _____ DUTIES _____ REFERENCE: NAME: _____ POSITION: _____ PHONE: _____
Previous Positions Held By You	COMPANY NAME: _____ TYPE OF BUSINESS: _____ DATES OF EMPLOYMENT: FROM _____ TO: _____ POSITION HELD: _____ DUTIES _____ REFERENCE: NAME: _____ POSITION: _____ PHONE: _____

Do you authorise us to contact these referees to discuss your previous employment?

Yes

No

DECLARATION

1. I authorise Dee Why RSL Club to obtain any job related information regarding myself and hereby release any person, firm or institution of all liability for any damage whatsoever issuing such information.
2. I declare that all information supplied in this application is true and any false or misleading information may be grounds for immediate dismissal from the employment by Dee Why RSL Club.
3. If employed I agree to abide by the policies and procedures of Dee Why RSL Club, and to wear the uniform as directed for my employment.
4. I agree to have my wages credited to my bank/savings account by the Pay Office each pay period.
5. All new employees' are on a 6 month probationary period.

Applicant's Signature_____

Date_____