



Wharf St. Tweed Heads NSW Australia
 PO Box 369 Tweed Heads NSW 2485
 ph: (07) 5526 2277
 fax: (07) 5536 2753
 email: ttsc@twintowns.com.au
 ABN: 61 001 042 833

Employment application. Please complete every section. All information is confidential.

PERSONAL DATA

Mr/Mrs/Miss/Ms _____ surname _____

Address residential _____ p/code _____
 postal _____ p/code _____

Phone H _____ W _____ M _____

Emergency contact _____

Can you produce proof of identity? Passport Birth Certificate Driver's Licence

Are you legally entitled to work in Australia? Yes No

POSITION APPLIED FOR Permanent Casual Other

first choice _____

second choice _____ other _____

I would be available to commence work _____

EDUCATION/CERTIFICATES

School/college _____ level achieved/certificate _____ from _____ to _____

Degrees & certificates NSW RSA Certificate NSW RSG Certificate **COPY OF CERTIFICATE REQUIRED**

EMPLOYMENT HISTORY Please list starting with your most recent employment

1) Company _____ address _____ tel _____

Position(s) held _____

Duties and responsibilities _____

Period of service _____ to _____ reason for leaving _____

2) Company _____ address _____ tel _____

Position(s) held _____

Duties and responsibilities _____

Period of service _____ to _____ reason for leaving _____

3) Company _____ address _____ tel _____

Position(s) held _____

Duties and responsibilities _____

Period of service _____ to _____ reason for leaving _____

GENERAL

Are you a member of Twin Towns Services Club? Yes No

Have you ever been employed by Twin Towns Services Club Ltd? Yes No

Are you available to undertake shift work, weekend work or overtime? Yes No

if no, please provide details: _____

Availability: Day Mon Tue Wed Thur Fri Sat Sun

Evening Mon Tue Wed Thur Fri Sat Sun

Have you ever been discharged from employment because of your work or unsatisfactory conduct? Yes No

If yes, please provide details: _____

Why do you wish to work in the hospitality industry? _____

OCCUPATIONAL HEALTH AND SAFETY

To assist the Club to fulfill its obligations under occupational health and safety laws please disclose any information about any disability or medical condition you have that may:

[i] prevent you from performing the inherent requirements of any position within the club; or

[ii] pose a risk to your health and safety, or the health and safety of your fellow employees in the workplace.

Would you be willing to undergo a pre-employment assessment by the Club doctor, as required, to determine your capability to perform the full duties of any position you apply for? Yes No

REFERENCES excluding friends and family

name	occupation	telephone	yrs known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DECLARATION

I understand and accept that as a condition precedent to my obtaining a position, I shall have to undergo a six month qualifying period. I authorise the Club to obtain information from any person concerning my suitability for employment with the Club and have no objection to them seeking verification and additional information to any matter within this application. I hereby release any such person from liability or any damage claims, costs, expenses which may arise from the provision of such information. I further declare that the above information is correct and complete. As Twin Towns Services Club is a hospitality organisation, I will provide quality Customer Service at all times as a condition of my employment. I understand and agree that a false statement may disqualify me from employment or be grounds for dismissal.

Signature _____ Date _____

OFFICE USE ONLY

Date of commencement	Casual/Perm	Induction date	Uniforms issued
Employee number	Commencing hourly rate \$	Authorised by	
ID tag+uniforms returned	Classification changed to date	Authorised by	
1st interview			
Termination date	Authorised by		
Forwarding address for service of notices			

TWIN TOWNS SERVICES CLUB LTD EMPLOYMENT APPLICATION PRIVACY STATEMENT: Twin Towns Services Club is subject to the provision of the privacy act 1988. The personal information provided by you on this form/application and attached documents will be used to process your employment application. Failure to provide all requested information may result in your application being rejected.