

# APPLICATION FOR EMPLOYMENT



All questions must be completed & resume attached.  
Cowboys Leagues Club is an Equal Opportunity Employer  
Information that you provide on this **confidential** document will not be disclosed without your permission

**POSITION(S) APPLIED FOR:** ..... **DATE:** ...../...../.....

BASIS OF EMPLOYMENT (PLEASE CIRCLE) FULL-TIME / PART-TIME / CASUAL

LOCATION (PLEASE CIRCLE) COWBOYS LEAGUES CLUB / DAIRY FARMERS STADIUM

## PERSONAL DETAILS:

GIVEN NAMES: ..... SURNAME: .....

ADDRESS:.....

.....P/Code:.....

PHONE: Home: .....Work: ..... Mobile: .....

DOB: ...../...../..... Email Address.....

ARE YOU LEGALLY ENTITLED TO WORK IN AUSTRALIA? YES  NO

Working Visa: Y / N (Provide copy if yes) Expiry Date: / / Passport No.....

## EMPLOYMENT HISTORY: (List last three (3) employers – ‘present employer first’)

EMPLOYER: .....	SUBURB .....
POSITION HELD: .....	From: ...../...../..... To: ...../...../.....
KEY DUTIES: .....	
.....	
REASON FOR LEAVING: .....	
DIRECT SUPERVISOR: .....	Phone No.....

EMPLOYER: .....	SUBURB .....
POSITION HELD: .....	From: ...../...../..... To: ...../...../.....
KEY DUTIES: .....	
.....	
REASON FOR LEAVING: .....	
DIRECT SUPERVISOR: .....	Phone No.....

EMPLOYER: .....	SUBURB .....
POSITION HELD: .....	From: ...../...../..... To: ...../...../.....
KEY DUTIES: .....	
.....	
REASON FOR LEAVING: .....	
DIRECT SUPERVISOR: .....	Phone No.....

**EXPERIENCE:** (Please tick if experienced in any of the following in the hospitality industry)

Administration		Cocktail Bar		Kitchen Hand	
Bar Steward		Coffee Shop		Management	
Bev-Link System		Cook		POS Systems	
Bistro Food Service		Customer Service		Promotions	
Cashier		First Aid Officer		Reception	
Cellar/Stores		Functions		Security	
Chef (Qualified)		Gaming Attendant		TAB	
Cleaning		Keno		Tray Service	

**EDUCATION & TRAINING:** (Relevant to hospitality)

Type of Education	Qualification	Date Completed	Name of Institution

Do you possess the following certification?

Responsible service of alcohol    **YES**  **NO**     Food handlers certificate    **YES**  **NO**   
 Responsible service of gambling    **YES**  **NO**     Queensland gaming license    **YES**  **NO**

**AVAILABILITY:** (Please outline availability using commencing and finishing times)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Day</b>							
<b>Night</b>							

WHEN ARE YOU AVAILABLE TO START: .....

Public holidays **YES**  **NO**     Split shifts **YES**  **NO**     Late nights (2am) **YES**  **NO**

**HEALTH AND SAFETY RECORD:**

Have you ever injured yourself at work?    **YES**  **NO**

If yes, what was the injury? \_\_\_\_\_ Date of injury: \_\_\_\_\_

What were the circumstances? \_\_\_\_\_

How long did it take for you to recover? \_\_\_\_\_

Do you have any restrictions in the type of work you can do?    **YES**  **NO**

If yes, what are the restrictions? \_\_\_\_\_

Do you have difficulties with the following activities?

Bending repeatedly    **YES**  **NO**     Crouching    **YES**  **NO**

Standing for long periods    **YES**  **NO**     Repetitive use of hands/fingers/arms    **YES**  **NO**

Is there any illness that would preclude you from doing any particular type of work?    **YES**  **NO**

Are you allergic to anything?    **YES**  **NO**     If Yes: What? \_\_\_\_\_

**DECLARATION:**

I understand that this form is only an application for employment. I authorise the Club to obtain information from any person concerning my suitability for employment with the Club and I hereby release any such person from liability for any damage, claims, and expenses that may arise from the provision of such information.

I further declare that the statements made by me in this application are true, complete, and correct. I understand that a false or misleading answer to any question in this application will be regarded as misconduct and will be grounds for instant dismissal from my employment. I also understand that any false or misleading information on this application form will prohibit me from being considered for employment.

DATE: .....

SIGNATURE: .....

**RECEPTION USE ONLY:**

Application received by: ..... Date.....

Applicant presentation: **Excellent**  **Good**  **Average**  **Poor**  **Unacceptable**

Communication skills: **Excellent**  **Good**  **Average**  **Poor**  **Unacceptable**

Copies of resume, photo Identification and certificates taken: **YES**  **NO**

Comments: .....  
.....  
.....  
.....

**HUMAN RESOURCE USE ONLY:**

Recommended for interview: **YES**  **NO**  Details: .....

Reference check completed: **YES**  **NO**  Proceed: **YES**  **NO**

Commencement Date: .....Classification: .....

If unsuccessful notified: **YES**  **NO**  Date: .....

Comments: .....  
.....  
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