



**Application for Employment**

Date \_\_\_\_\_

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone : Home \_\_\_\_\_

Mobile \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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Position Sought: Casual  Fulltime

Certificates: RSA  \*Must Have

RCG

Other \_\_\_\_\_

If you do not have your RSA/RCG please state when they will be obtained.

Date: \_\_\_\_\_ Where: \_\_\_\_\_

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**Do You Have Permanent Australian Residency?**

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**Medical Record: Is there anything in your medical history that would interfere with you undertaking the duties for which you are applying?**

Yes

No

Details \_\_\_\_\_

\_\_\_\_\_

**Availability:**

	Day (9am-5pm)	Night (5pm-10pm)	Late Night (10pm-6am)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

*(Please tick shifts you would be available for)*

**Educational History:**

*(Begin with most recent)*

Year	Institution	Qualification

**Employment History:**

*(Begin with most recent)*

<b>Employer</b>	_____
<b>Period Of Employment</b>	_____
<b>Position</b>	_____
<b>Duties</b>	_____
<b>Reason for leaving</b>	_____
<b>Employer</b>	_____
<b>Period Of Employment</b>	_____
<b>Position</b>	_____
<b>Duties</b>	_____
<b>Reason for leaving</b>	_____
<b>Employer</b>	_____
<b>Period Of Employment</b>	_____
<b>Position</b>	_____
<b>Duties</b>	_____
<b>Reason for leaving</b>	_____

Employer \_\_\_\_\_  
Period Of Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Period Of Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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**Referees:**

	<b>Name</b>	<b>Company</b>	<b>Position</b>	<b>Telephone</b>
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

**Do you give the Queanbeyan Leagues Club permission to contact your referees?**

Yes  No

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**Criminal Offence:**

**Have you ever been convicted of a criminal offence?** Yes   
No

**If Yes, please give details:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Knowledge Test:**

**#1 Please number the following from 1 to 10 in order of importance  
(1 being most important and 10 being least important)**

- 1) Ashtrays need cleaning
- 2) A Customer is waiting to be served
- 3) You need to go to toilet
- 4) Rubbish bins are full
- 5) Glasses need to be washed
- 6) Keno Holders need to be filled
- 7) Someone has spilt their drink on the floor & it has to be mopped
- 8) A customer would like the TV turned over to other channel
- 9) You need to wash your hands
- 10) You need to get change for the till


**#2 Please complete the following transactions:**

- 1) \$3.20 From \$20.00
- 2) 1 Middy costs \$2.10. What do 3 cost?
- 3) \$2.10 + \$2.20 + \$5.50
- 4) If the profit from one middy is 30c,  
how much would be made on 5 middies?
- 5) \$13.90 from \$50.00
- 6) Schooner = \$3.20 Middy \$2.10 RTD \$5.50  
A customer orders 3 Schooners, 1 Middy & 2 RTD's.  
What is the total cost?


**General:**

**Is there anything else you wish to add to support your application?**

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**Declaration:**

- 1) I hereby declare that the statements made by me in this application are true & correct and that a false declaration renders me liable for dismissal.
  
- 2) I will abide by Company rules and policies as declared to me or contained in the staff handbook, noticeboards or manuals.
  
- 3) I will agree to retain the confidentiality of Company documents, systems, manuals and financial reports and I understand that not doing so may be grounds for dismissal.
  
- 4) I understand that should I take a position with the Company, I will be fully briefed about the Club's attitude and rules towards Responsible Service of Alcohol and that under the Registered Club's Act I can be held personally responsible for any breach.

**Signed By Applicant:** \_\_\_\_\_