



MUDGEE GOLF CLUB

EMPLOYMENT APPLICATION FORM



1. Personal Details

Mr () Mrs () Ms () Miss () Preferred Name: _____

First Name: _____ Surname: _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Home Phone: _____ Mobile Phone: _____

Work Phone: _____ Email Address: _____

2. Eligibility

A) Are you over 18 years old? Yes () No () *(please attach proof of age)*

B) Are you a permanent resident or citizen of Australia?
 Yes () No () *(If Yes proceed to part C, if No proceed to number 3)*

C) Are you legally permitted to work in Australia? Yes () No () *(If No do not proceed)*
If you indicated yes to question C), please indicate visa type:

3. Work type you are applying for (you may tick more than one box)

Bar & Gaming () Security () Management () Function Service ()

Green keeping () Catering () Kitchen () Function Co-ordination ()

Administration / Clerical () If other please specify: _____

4. Availability for work (write starting and finish times if not available all day)

	All Day (Tick)	Starting from	Finishing at	Not Avail (Tick)
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Monday				
Tuesday				

5. Computer Skills

Microsoft Word:	Advanced ()	Intermediate ()	Beginner ()
Excel:	Advanced ()	Intermediate ()	Beginner ()
PowerPoint:	Advanced ()	Intermediate ()	Beginner ()
POS systems	Advanced ()	Intermediate ()	Beginner ()
Micropower	Advanced ()	Intermediate ()	Beginner ()

6. Certification

Please tick licenses or certificates obtained:

Responsible Service of Alcohol Certificate () Date completed: _____

Responsible Conduct of Gambling Certificate () Date completed: _____

NSW First Aid Certificate () Date completed: _____

Australian Driver's License ()

Security Class 1ABC License () Automatic () Manual

Other: _____

7. Employment History, Education & Qualifications

Please attach a current Resume to this application form.

8. References

By giving the name and numbers of these referees you are giving consent for Mudgee Golf Club to contact the following individuals. At least one should be work related.

Referee 1: Name: _____ Company: _____

Contact Details: _____

Referee 2: Name: _____ Company: _____

Contact Details: _____

Referee 3: Name: _____ Company: _____

Contact Details: _____

9. Additional questions regarding employment history

Have you been convicted of a criminal offence within the past five years? Yes() No ()

Have you ever been convicted of an offence relating to theft, dishonesty or gaming? Yes() No ()

Do you have an illness or injury that may prevent you from performing the duties of the position you have applied for, or for which special care needs to be taken in the workplace? Yes() No()

If you have answered yes to any of the above questions please provide further details here: _____

11. Declaration

- a) I understand that completion of this application may not necessarily lead to an interview.
- b) I understand that an offer of employment is subject to a reference check from a previous employer.
- c) I certify that the information given in this application and any enclosed documentation is true and correct.

Applicants Signature: _____ Date: _____