

SOUTHPORT SHARKS EMPLOYMENT APPLICATION FORM



Thank you for your interest in gaining employment with Southport Sharks – **an equal opportunity employer**. Please complete ALL sections of the form and provide as much information as possible.

NOTE: SUCCESSFUL APPLICANTS ONLY WILL BE CONTACTED FOR AN INTERVIEW.

All documentation submitted in relation to an application for employment remains the property of the Southport Sharks.

PERSONAL DETAILS

First Name: _____ Last Name: _____

Home Address: _____
 _____ PC _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Emergency Contact: Name: _____ Phone: _____ Relationship: _____

Are you an Australian Citizen? Yes No

If "NO", indicate Visa type: Student Working Holiday Other _____

Expiry Date: _____

EMPLOYMENT

Preferred Work Option: Full Time Part Time Casual

Position/Areas of the Club that you wish to apply for:

Bar Attendant Receptionist Administration Fitness Centre

Food & Beverage Attendant Chef Kitchen Hand Events Centre

Gaming Attendant Maintenance Other: _____

Are you a previous employee of Southport Sharks? Yes No

AVAILABILITY

Please complete the following table with the times and day that you are available to work. Southport Sharks is open up to 18 hours per day, 7 days a week.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Earliest available start time							
Latest available finish time							

How many hours are you seeking per week? _____

What is your availability to commence? _____

Do you have your own reliable transport? Yes No

Are you willing to work in other departments, if required? Yes No

Are you prepared to work Christmas Eve & New Year's Eve, if required? Yes No

EMPLOYMENT HISTORY

****Not required if current resume is attached****

Please list most recent position first:

Period of Employment	Name of Employer	Position Held and Description of Duties	Reason for Leaving
From: To:			
From: To:			
From: To:			

REFERENCES

****Not required if current resume is attached****

Please provide the names of three (3) referees who may be contacted regarding your past employment:

Name	Company	Position	Telephone Number
1.			
2.			
3.			

EDUCATION HISTORY

****Not required if current resume is attached****

Please list most recent studies first:

Name of Course	Name of Institution	Date Completed

OTHER

Have you obtained and have copies of the following certificates/licences:

- | | |
|---|--------------------|
| <input type="checkbox"/> Responsible Service of Alcohol (Qld) | Expiry Date: _____ |
| <input type="checkbox"/> Responsible Gambling Services (Qld) | Expiry Date: _____ |
| <input type="checkbox"/> Senior First Aid Certificate | Expiry Date: _____ |
| <input type="checkbox"/> CPR Certificate | Expiry Date: _____ |
| <input type="checkbox"/> Police Check (Qld) | Expiry Date: _____ |
| <input type="checkbox"/> Blue Card | Expiry Date: _____ |

Have you have previous work experience within the following areas:

- | | |
|-------------------------------|-----------------------------|
| <input type="checkbox"/> Keno | # _____ years of experience |
| <input type="checkbox"/> TAB | # _____ years of experience |

CAPACITY TO WORK DECLARATION

- Do you have the legal right to work in Australia? Yes No
- Can you meet the requirements of start and finish times of shifts? Yes No
- If seeking casual employment, can you be on call to commence shifts on short notice should the need arise? Yes No
- Due to Occupational Health and Safety requirements, do you have any condition that will cause you to be absent from the workplace for prolonged periods of time and/or pose a significant risk to others? Yes No
If yes, state details: _____

- Do you have any pre-existing injury or medical condition that may be aggravated by the duties required by the position that you are applying for? Yes No
If yes, state details: _____

- Employees must be able to fulfil that position of trust. Therefore, please list any convictions for criminal offences that do not fall into the following categories:
 - The conviction is spent. That is, it has been 10 years since the date of conviction (5 years for juvenile convictions) and the sentence was a bond, fine, community service or prison sentence of not more than 30 months and there has not been a subsequent conviction OR
 - The conviction was quashed. That is, set aside by the court OR
 - The conviction was pardoned. That is, set aside by the court because wrongly convicted.Please provide details here: _____

Southport Sharks is proactive in mitigating the possibility of money laundering and/or terrorism financing. Do you have any objection in having a police check completed? Yes No

CONDITIONS OF EMPLOYMENT

- Potential candidates are required to provide proof of identity via photo ID (e.g. current passport, drivers licence).
- Employment is governed by a six month minimum employment period in accordance with the Fair Work Act 2009, and only at the successful completion of this period will the employee's employment be confirmed.
- SAFC has a strict grooming and personal presentation standard. This will be discussed at your interview and again at your induction. Every employee will be issued with the full Employee Handbook, which includes information on Grooming and Presentation Standards on commencement.
- Your current and ongoing availability in your application will be one of the determining factors for your employment opportunity with SAFC. Should you be successful in gaining a position and your availability changes after your commencement, your employment may not be continued. We will take into consideration study schedules and family requirements.

APPLICANT DECLARATION

I certify that the information supplied in my resume and within this Employment Application is true and correct to the best of my knowledge. I understand that false, misleading or non-disclosure of information may result in future disciplinary action including termination of employment with SAFC.

Name: _____

Signature: _____ Date: _____

Applications will be kept on file for a maximum of three (3) months. If at this time you wish to still be considered for future employment with SAFC, we would be happy to accept an updated Application from you. Please note that only short listed candidates will be contacted.

Thank you for providing us with your personal information. Your personal information will be used for reference checks and assessment for suitability for employment with the Southport Sharks. If you would like further information on the Club's privacy practices, or on how to access your personal information, you may request a copy of our Privacy Statement from our Privacy Officer by telephoning the club on (07) 5532 1155 or by email to privacy@southportsharks.com.au

OFFICE USE ONLY

FACTOR / COMPETENCY	SCORE
Appropriate Level of Skills & Abilities	
Relevant Industry Knowledge & Experience	
Customer Focus	
Flexibility / Adapt to Change	
Interaction / Culture Fit	
Oral Communication Skills	
Attitude	
Grooming and Presentation	
Availability to Work	
Key: 4 = Outstanding 3 = Good 2 = Acceptable 1 = Poor	TOTAL

Interview Remarks

Applicant

Successful Unsuccessful

Date Contacted _____

Job Offer

Position: _____

Job Status: Full Time Part Time Casual

Award Level: _____ @ \$ _____ p/h

Salary: \$ _____

Date of Commencement: _____

Annual Leave: 4 weeks / 5 weeks

Meal Card: Yes No \$ _____

Fitness Centre: Yes No

Tool Allowance: Yes No