

To Be Completed if no CV has been presented

EDUCATION

	NAME & LOCATION OF SCHOOL	DURATION OF STUDIES		DEGREE/ CERT. OBTAINED	MAJOR COURSE OF STUDY
		FROM Mth Yr	TO Mth Yr		
SECONDARY					
UNIVERSITY					
TECHNICAL/PROFESSIONAL					
OTHER					

EMPLOYMENT RECORD (LAST 3 EMPLOYERS OR LAST 10 YEARS LAST EMPLOYER FIRST)

EMPLOYER NAME AND ADDRESS	POSITION	EMPLOYED		REASON FOR LEAVING	REFERENCE NAME, ADDRESS & PHONE No.
		FROM	TO		

SKILLS (CLERICAL, CHEF, WAITER, STEWARD, HEAD STEWARD ETC)

SKILLS	EXPERIENCE	REMARKS

HOBBIES OR INTERESTS

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MEDICAL

WOULD YOU BE PREPARED TO UNDERGO A MEDICAL EXAMINATION BY THE CLUB'S DOCTOR TO DETERMINE YOUR ABILITY TO CARRY OUT THE FULL DUTIES OF THE POSITION YOU HAVE APPLIED FOR?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU AWARE OF ANY CONDITION <u>LIKELY</u> TO EFFECT THE FULL PERFORMANCE OF YOUR DUTIES IN EMPLOYMENT?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, PLEASE GIVE FULL DETAILS (INCLUDING ANY SUPPORTING STRATEGIES)		
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GENERAL

	YES	NO	IF YES, GIVE DETAILS
1. Have you ever been discharged from employment because your work or conduct was not satisfactory?			
2. Have you in the last five years been convicted of any offence other than minor traffic infringements?			
3. Do you have any objection to enquiries of your present employer regarding qualification and character?			
4. Do you have any objections to us seeking verification and additional information to any matter with this application?			
5. Is there any additional information you wish to give?			

PROBATION

I understand and accept that as a condition precedent to my obtaining the position applied for, I shall have to undergo a probationary period of employment.
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DECLARATION

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 damages, claims, costs and expenses which 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 questions in this application will be regarded as misconduct and will be grounds for my dismissal from employment.
DATE: _____ SIGNATURE: _____

All applications will be treated with confidentiality and fairness
I thank you for your interest in the Club – Best Wishes

FOR OFFICE USE ONLY Code: 1 Outstanding 2 Excellent 3 Good 4 Satisfactory 5 Fair 6 Poor

Interview Assessment	Code	Remarks	Code	
General Appearance				
Dress & Grooming				
Language Command				
a. Self Expression				
b. Comprehension				
Technical Background for Position				
Attitude				
General Comments or Summary				
FIRST INTERVIEW DECISION		SECOND INTERVIEW DECISION		
Further interview _____ Unsuitable _____		Further interview _____ Unsuitable _____		
Date: _____ By _____		Date: _____ By _____		

Reference Check: _____

Document/s Sighted: Birth Certificate Passport Other

Medical _____

JOB OFFER

Job Title: _____ Salary: _____ To Start On: _____

Job Status: F/T: _____ P/T: _____ Casual: _____

Date: _____ Signed: _____

I.D. Number: _____