



Club Glenvale Application Form

Instruction for Managers

1. Form is to be given to applicants prior to an interview.
2. Information used for the recruitment process only.
3. Form shredded if not employing or filed on staff file.

Instruction for Applicant

1. Complete as part of your application.
2. Provide the form to the Manager or Staff Member.

For Your Information

The information within the Application will be used only for Recruitment Processes and will be distributed to the Manager. Applications will be kept confidential.

Work Request Information

First Name: _____

Last Name: _____

Preferred Position: _____

Preferred Work option:
(Please tick)

Full Time
 Part Time
 Casual

Other Positions you would consider: _____

Availability to Work:
(Please tick)

Every day including shift work
 Week days only
 Weekends only
 Day time only
 Other – please specify:

When can you start work? _____

Hours you are Available: _____

Personal Information

Contact Details: _____

Are you an Australian Citizen? Yes / No

Home Number: _____

If not, what is your current residency status? Permanent / Temporary

Type of Visa: _____

Expiry Date: _____

Mobile Number: _____

Date of Birth:/...../.....

Email Address: _____

Have you completed any of the following, if so please supply copies before commencing employment:

- Gaming Machine Licence? Yes / No
- Responsible Service of Alcohol Certificate? Yes / No
- Responsible Service of Gaming Certificate? Yes / No
- Senior First Aid Certificate? Yes / No
- Workplace Health & Safety Officer course? Yes / No
- Rehabilitation Coordinator Course? Yes / No
- Do you have a Fork-Lift Driver's Licence? Yes / No
- Do you have a current Driver's Licence? Yes / No

