****

**EMPLOYMENT APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| **PROPERTY:****(please tick)** |  | Fortune of War |
|  | The Push |
|  | Russell Hotel |
| **POSITION APPLIED FOR:** |  |
| **NAME OF APPLICANT:** |  |
| **DATE OF APPLICATION:** |  |

#### - PRIVATE & CONFIDENTIAL -

|  |  |
| --- | --- |
| **Position Applied For:** |  |
| **Type:** |  | **Casual** |  | **Full Time** |
|  | **Other (please specify)** |

**PERSONAL DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME: |  | FIRST NAME:  |  |
|  |  |  Female |  |  Male  |
| DATE OF BIRTH: |  |
| ADDRESS:  |  |
| SUBURB: |  | POST CODE:  |  |
| TELEPHONE (Home): |  | MOBILE: |  |
| EMAIL ADDRESS: |  |
| Are you a Permanent Resident? YES / NO (please circle) |
| VISA STATUS: |  | VISA EXPIRES: |  |

**MEDICAL INFORMATION**

|  |
| --- |
| Do you have any health restrictions that may interfere with your ability to perform in the position for which you are applying? YES / NO (please circle) |
| If YES, briefly detail: |  |
|  |
|  |

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **SCHOOL, TAFE, UNIVERSITY** | **YEAR COMPLETED** | **HIGHEST LEVEL ATTAINED****(Certificate / Diploma / Degree)** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **List other studies you have, or are currently, undertaking:**  |  |
|  |
|  |
| **Do you hold a current NSW Drivers Licence?**  |  | **YES** |  | **NO** |
| **Other Licences:** |  |
| **Do you hold a Responsible Service of Alcohol competency card?** |  | **YES** |  | **NO** |
| **Do you hold a Responsible Conduct of Gaming competency card?** |  | **YES** |  | **NO** |

**AVAILABILITY**

* **ANYTIME**

**Or tick availability for the following shifts:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **AM** |  |  |  |  |  |  |  |
| **PM** |  |  |  |  |  |  |  |

**HOSPITALITY EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Bar Attendant** |  | **Receptionist** |  | **Chef** |
|  | **Bar Useful** |  | **Telephonist** |  | **Kitchen hand** |
|  | **Gaming Attendant** |  | **Cashiering** |  | **Waitperson** |
|  | **TAB Operator** |  | **Night Audit** |  | **Accounts** |
|  | **Cocktails** |  | **Administration** |  | **Supervisory** |
|  | **Bottle shop Attendant** |  | **Porter** |  | **Management** |
|  | **Cellar / Store** |  | **Room Attendant** |  | **Cleaning – Public Area** |
|  | **Other (please specify)** |  |

**EMPLOYMENT HISTORY (Please list most recent Employer first)**

|  |  |
| --- | --- |
| **Name, Address & Phone Number of Employer:** |  |
|  |
|  |
| **Position(s) Held:** |  |
| **From:** |  | **To:** |  |
| **Name of Manager:** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Name, Address & Phone Number of Employer:** |  |
|  |
|  |
| **Position(s) Held:** |  |
| **From:** |  | **To:** |  |
| **Name of Manager:** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Name, Address & Phone Number of Employer:** |  |
|  |
|  |
| **Position(s) Held:** |  |
| **From:** |  | **To:** |  |
| **Name of Manager:** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Name, Address & Phone Number of Employer:** |  |
|  |
|  |
| **Position(s) Held:** |  |
| **From:** |  | **To:** |  |
| **Name of Manager:** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Name, Address & Phone Number of Employer:** |  |
|  |
|  |
| **Position(s) Held:** |  |
| **From:** |  | **To:** |  |
| **Name of Manager:** |  |
| **Reason for Leaving:** |  |

**CONDITIONS OF EMPLOYMENT**

**I agree that if my application for employment is accepted:**

1. I will abide by all Company policies, rules and procedures as presently in force, and as amended from time to time in the future.
2. I understand all employees are subject to a three month trial period and that at any time within the three months trial period, employment can be discontinued.
3. I understand that employees (depending on the position) are subject to a changing roster each week, and are subject to varying amounts of shifts and hours each week.
4. I understand (depending on the position) that I will be required to work weekends and public holidays as required by the Hotel.
5. I understand that employees are rostered with a starting time and work until required, in accordance with Hotel operations.
6. I understand that ALL employees are excluded from drinking or socialising at the Hotel at ANY time, unless prior approval has been given from Management.
7. I grant permission to the Company to check references and to verify my previous employment and quality of work.

I acknowledge and declare that the above mentioned particulars are complete and accurate in every detail. I understand that should any information that I have provided be found to be false or misleading, my contract of employment may be instantly terminated without notice.

|  |  |
| --- | --- |
| **SIGNATURE OF APPLICANT:** |  |
| **DATE:** |  |

**Thank you for your interest in employment with WDS Hotels Pty Ltd.**

**OFFICE USE ONLY**

|  |
| --- |
| **SOURCE OF APPLICANT:** |
|  | **Phone Application** |  | **Walk-in Application** |  | **Government Agency** |
|  | **Response to Advert** |  | **Referral** |  | **Other (specify):**  |

|  |  |
| --- | --- |
| **INTERVIEW DATE:** |  |
| **INTERVIEW TIME:** |  |
| **INTERVIEWED BY (Name & Position):** |  |

**INTERVIEWER CHECKLIST (areas to be covered throughout the interview):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Hotel/ Department Environment** |  | **Job Description** |
|  | **Skills/ Relevant Experience** |  | **Weekend Availability** |
|  | **Hours of Operation** |  | **Length of Shifts** |
|  | **Casual Position/ Rosters** |  | **3 Month Trial Period** |
|  | **Award Pay Rates** |  | **Staff Exclusion Policy** |
|  | **Uniform & Presentation** |  | **Orientation Process (3 hours unpaid)** |
|  | **Number of Shifts Sought by Applicant (per week):** |

**INTERVIEWER COMMENTS:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Proceed After Interview:** |  | **YES** |  | **NO** |

**REFERENCE CHECK GUIDELINE (Casual Employees):**

|  |  |  |
| --- | --- | --- |
| **QUESTIONS** | **Referee 1** | **Referee 2** |
| **Referee Name:** |  |  |
| **Referee Company:** |  |  |
| **Length of Employment:** |  |  |
| **Position Held:** |  |  |
| **Skill Level:** |  |  |
| **Reliability/ Punctuality:** |  |  |
| **Rehire or Recommend:** |  |  |
| **Additional Comments:** |  |  |
| **Manager/ HR Signature** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proceed After Reference Check:** |  | **YES** |  | **NO** |
| **ORIENTATION DATE & TIME:** |  |
| **COMMENCEMENT DATE:** |  |