



Dear Prospective Employee

Thank you for choosing the Nerang RSL & Memorial Club Inc., the following Information will help you prepare your Employment Application

**Completing the Application form:**

Attached to this cover Page is the Nerang RSL & Memorial Club Inc, Employment Application Form.

1. Please read through the Application form carefully and answer all sections with as much detail as possible
2. Remove this cover page.
3. Attach a copy of the following documents (if held)
  - Your Resume
  - Responsible Service of Alcohol Certificate (QLD OLGR Approved)
  - Responsible Service of Gambling Certificate (QLD OLGR Approved)
  - QLD Gaming Licence
  - Copy of any other relevant documentation

**Submitting your Application form**

There are several ways of to return your completed application.

- 1 In person  
(By leaving your completed application with Reception Staff)
- 2 Via Mail  
Attn: Human Resources Manager  
Nerang RSL and Memorial Club Inc.  
P O Box 119  
Nerang QLD 4211

**What Happens next?**

Your application will be given every consideration, however due to large number of applications not all applicants will be successful, you will be notified the outcome in writing in due course.

Please Note: If you are not successful at this time your application will be held for approximately three months to be considered for any future positions that may become available. Beyond this three month period all applications are disposed of in a secure manner.

We thank you for taking the time to make this application.

Andrew McInnes  
Secretary Manger

## **The philosophies of the Nerang RSL & Memorial Club Inc. are:**

- a) To provide our members and their guests with a fun, safe and comfortable, complete hospitality and entertainment experience.
- b) To ensure at all times that our member's and their guest's are provided with exemplary service that is second to none.
- c) To ensure that a patrons confidentiality and privacy is maintained in all areas at all times
- d) To ensure that the Responsible Service of Alcohol is fully maintained at all times.
- e) To ensure that all aspects of the gaming operations conducted by the Club is done so in accordance to the requirements of the various regulatory bodies, and industry best practice wherever possible.
- f) To ensure that all staff are professionally trained to provide the highest level of service to members and their guests.
- g) To provide staff with a fun, safe, enjoyable, team oriented work environment.
- h) To ensure that the lines of communication between management and staff are open at all times.
- i) To ensure that all areas of the club are maintained to the highest standard of cleanliness at all times.

## **These are reflected in our Mission Statement**

Nerang RSL & Memorial Club Inc provides a complete hospitality and entertainment experience to our members and the community in a safe and friendly environment.

Our goal is to provide an exemplary level of service by continually raising the benchmark, whilst promoting the highest commitment to responsible gambling and service of alcohol.

The Club fosters a strategic alliance with the RSL, sponsoring youth development, schools, charities and community groups

## EMPLOYMENT EXPECTATIONS

I am / will be

	Yes	No	Willing to Learn
Honest			
Reliable			
Have the ability to work under pressure			
Perform all rostered shifts and arrange a suitable replacement if I am unable to perform shift (with Management Approval)			
Arrive at work 15 minutes prior to the commencement of my shift			
Complete the relevant shift entirely (unless unforeseen circumstances occur)			
Be flexible with work hours			
Seek to be working at all times during shift - Find tasks to complete - Checklists are available to assist you in this area			
SMILE at ALL customers			
Meet and greet and make welcome every customer			
Seek to build a rapport with every customer			
Contribute to a good working relationship with all management and staff			
Effectively complete all allotted tasks			
Perform tray service of refreshments and food throughout your shift			
Perform cleaning and polishing of all areas throughout the club			
Wear a clean, ironed uniform at all times during rostered shifts			
To not wear excessive jewellery and or accessories			
Attend work cleanly shaven and hair done neatly (Males)			
Wear minimal makeup and have a neat and tidy appearance (Females)			
Wear the supplied name badge during rostered shifts			
Maintain company supplied uniform			
Not going to carry my mobile phone whilst on shift unless permission is given by management			

## TELL US ABOUT YOURSELF.

This part of the application is to tell us about yourself, your likes and dislikes.

Please answer the questions truthfully as possible as this gives us a better idea about you and if you are successful with your application gives us some idea of what area of the club you would be suited to and what future training may be required.

(a) What are your drink preferences?

- |                                |                                  |
|--------------------------------|----------------------------------|
| <input type="checkbox"/> Beer  | <input type="checkbox"/> Spirits |
| <input type="checkbox"/> RTD's | <input type="checkbox"/> Wine    |
| <input type="checkbox"/> Other |                                  |

(b) What are your dining preferences?

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Restaurant              | <input type="checkbox"/> Pub Meal     |
| <input type="checkbox"/> Club (Workers/RSL/Surf) | <input type="checkbox"/> Buffet Meals |
| <input type="checkbox"/> Fast Food               | <input type="checkbox"/> Fine Dining  |

(c) Where do you enjoy going out?

- |   |  |
|---|--|
| <input type="checkbox"/> Hotel                | <input type="checkbox"/> Clubs           |
| <input type="checkbox"/> Night clubbing       | <input type="checkbox"/> Staying at home |
| <input type="checkbox"/> Hanging with Friends |  |

(d) What do you enjoy doing in your down time?

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## EMPLOYMENT APPLICATION FORM

DATE SUBMITTED: \_\_\_/\_\_\_/\_\_\_

Position(s) Applied For: \_\_\_\_\_

TYPE OF EMPLOYMENT SOUGHT: FULL-TIME / PART-TIME / CASUAL  
(Please circle)

### PERSONAL DETAILS

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Residential Address:

\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Telephone Numbers: (H) \_\_\_\_\_ (M) \_\_\_\_\_

Date of Birth (optional): \_\_\_\_\_

Do you have your own transport? YES / NO (Please Circle)

Are you an Australian Citizen? YES / NO (Please Circle)

If no, what is your VISA number? \_\_\_\_\_

ARE YOU LEGALLY ALLOWED TO WORK IN AUSTRALIA? YES / NO (Please Circle)

**PLEASE BE ADVISED:** It is a requirement for your employment to have a National Police Check/VISA Check completed. If you have a criminal history this will show up in the National Police Check or alternatively if your VISA is invalid, this also will be evidenced. You need to be aware that negative responses may impact on your application success.

It also is a requirement for ongoing employment with the Club that regular National Police Checks/VISA Checks may be obtained of all employees.

Completion and submission of this application form to the Nerang RSL & Memorial Club means you are aware of this requirement, you give permission to have the relevant checks carried out and you agree to sign the necessary paperwork to facilitate this occurring. Refusal to comply with this provision subsequent to engagement will be considered serious misconduct and may result in immediate termination of your employment.

**EMPLOYMENT HISTORY**

Please list your last 3 employers with your most recent employer first

EMPLOYER: _____ TOWN/SUBURB: _____ POITION HELD: _____ FROM: __/__/__ to __/__/__ KEY DUTIES: _____ REASON FOR LEAVING: _____ DIRECT SUPERVISOR _____
EMPLOYER: _____ TOWN/SUBURB: _____ POITION HELD: _____ FROM: __/__/__ to __/__/__ KEY DUTIES: _____ REASON FOR LEAVING: _____ DIRECT SUPERVISOR _____
EMPLOYER: _____ TOWN/SUBURB: _____ POITION HELD: _____ FROM: __/__/__ to __/__/__ KEY DUTIES: _____ REASON FOR LEAVING: _____ DIRECT SUPERVISOR _____

**AVAILABLITY**

The Nerang RSL & Memorial Club is open from 10am to 2 am every day of the week. As the Community Club Industry operates on a seven day basis, you may be required to work some evenings, weekends and public holidays based on rotating rosters.

When are you available to start: \_\_\_\_\_

Are you available to work on any of the following occasions?

Public Holidays YES / NO Weekends YES / No Evenings YES / NO (Please Circle)

**AVAILABILITY FOR WORK**

Please place your starting and finishing times in the boxes for when you are available to work.

	<b>Start Time</b>	<b>Finishing Time</b>	<b>Reason</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**YOUR HEALTH AND WELL BEING AND WORKERS' COMPENSATION HISTORY**

Are there any medical issues/ factors/ pre-existing injuries or medical conditions that may prevent you from or that might be aggravated by you carrying out the full allocated duties/

YES/ NO (Please Circle)

If you answered yes to the above question, please provide details:

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Do you suffer from a medical condition/s that may require the Club to obtain special knowledge and/ or training to protect your health and safety (i.e. asthma, diabetes, etc)

YES / NO (Please Circle)

If you answered yes to the above question, please provide details:

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*It is a requirement of your employment at the Club that you provide a detail disclosure of any pre-existing injury/injuries or medical condition/s and consent to the Club making an application to the Workers' Compensation Regulator to obtain full details of your Workers' Compensation history. Failure to comply with these requirements including making a false or misleading disclosure may result in your application for employment being rejected and/or your employment terminated.*





**ABOUT YOU**

Tell us why you would like to work at this club instead of other hospitality establishments:

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What makes you the best candidate for the position you applied for:

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**DECLARATION**

The Nerang RSL & Memorial Club will only use your personal information for the purpose of assessing your application for employment. If your application is successful, this information will be transferred across to the HR information system. The information we collect from you will be handled sensitively & securely with proper regard for your privacy. If you do not provide some of the personal information we request when you apply for the position with the Nerang RSL & Memorial Club, we may not be able to process your application. We may contact referees, whose details are provided by you, as part of our standard recruitment process.

I have read the above declaration and fully understand the terms specified.

I hereby certify that the above information is true and correct and complete to the best of my knowledge and belief and consent to the Club pursuing a National Police Check/VISA Check, employment references checks and an application to the Workers' Compensation history.

**APPLICANTS DECLARATION**

I.....  
(Signature) (Date)

**Response To:**

Advertisement

Walk in

Referred by Current NRSL Employee

Name of Employee .....

<b><u>OFFICE USE ONLY</u></b>	
Date Received	
Date Actioned	
Signature	
Name	