

## APPLICATION FOR EMPLOYMENT

Below is Collegians requirement. If you are willing to maintain this requirement, then please continue and fill out this application.

### POSITION

Employee of Collegians

### RESULTS

- Ensure members, guests and temporary members have a fun, hassle free and entertaining experience whilst they're at Collegians - make them raving fans and come back for more.
- Demonstrate a comprehensive knowledge of all areas, promotions and products of the club.
- Have ongoing respect for fellow staff, do the job right and leave the work zones as you would like to find it.

### DESCRIPTION

- I present myself - on time, neat and tidy.
- I smile and engage patrons in a pleasant manner, because I like working at Collegians and the patrons neither need to know, nor want to know my problems. They are here to enjoy themselves and I facilitate that.
- I appreciate working in a professional environment and I behave accordingly.
- I do my level best to ensure members, guests and visitors first impression is one of "WOW" when they walk into our club, and they still think "WOW" when they leave.
- I treat members, guests and visitors as I like to be treated when I go out. Nobody is referred to as "mate" or "buddy", respect and professionalism is paramount.
- I treat all monies like I would my own, I'm careful, and I hate losing it. I'm honest at all times.
- I am responsible for all monies in my possession on the clubs behalf. When handling money, I charge the correct price and return the correct change. When issuing vouchers, I check that the correct amount is given on each transaction.
- I have comprehensive knowledge of the operation of the club, physical, promotional, food and beverage related. I can answer all enquiries that may come from any patron, if I don't know I will find out. "I don't know" is not an acceptable answer.
- I leave negative attitudes at the front door, if I have any problems that influence my attitude towards Collegians, I will raise it with a manager.
- Everything is in its place and it works as it should. EVERY light works, EVERY surface is clean, furniture as it should be, free of spills. If it can't be cleaned, it leaves the floor.
- My work area is presented professionally, spotless and operational.
- I show empathy when dealing with difficult customers - if I can't help them, I find someone that can.

## **PERSONAL DETAILS**

Surname \_\_\_\_\_  
Given names \_\_\_\_\_  
Have you ever been known by any name other than those above Yes No  
If yes, please state names \_\_\_\_\_  
Current residential address \_\_\_\_\_ Postcode \_\_\_\_\_  
How long have you been living at this address \_\_\_\_\_  
Date of Birth \_\_\_\_\_

## **CONTACT DETAILS**

Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Email \_\_\_\_\_

## **EMERGENCY CONTACT**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Are you an Australian Resident or do you hold a current work Visa? Yes No  
Do you hold a current Drivers License? Yes No  
  
Have you been convicted of an adult crime within the last 10 years? Yes No  
Have you been convicted of a juvenile crime within the last 5 years? Yes No  
If you answered yes to either of the above questions, please briefly state the reason (a recorded conviction will not necessarily exclude you from employment at Collegians)  
Reason \_\_\_\_\_

## **Are You?**

Happy and self-motivated Yes No  
A people person Yes No

## **Are you willing to?**

Maintain exceptional personal presentation as measured by the Collegians standard Yes No  
Work a variety of hours and shifts including weekends and late nights/early mornings Yes No  
Go the extra mile to ensure our patrons have a delightful experience Yes No  
Support Collegians in-house policies and procedures including adherence to RSA and RCG Yes No

**Availability for work (please tick the days/times you are available for work)**

|           | Morning | Afternoon | Evening |
|-----------|---------|-----------|---------|
| Monday    |         |           |         |
| Tuesday   |         |           |         |
| Wednesday |         |           |         |
| Thursday  |         |           |         |
| Friday    |         |           |         |
| Saturday  |         |           |         |
| Sunday    |         |           |         |

If you're a university student please provide a copy of your student timetable

Are you prepared to work -

|                 |     |    |
|-----------------|-----|----|
| Public holidays | Yes | No |
| New year's eve  | Yes | No |
| Boxing Day      | Yes | No |
| Rotating shifts | Yes | No |
| Late nights     | Yes | No |
| Early mornings  | Yes | No |
| Weekends        | Yes | No |

Have you previously been employed by Collegians RLFC? Yes No

Are you related to anyone currently employed at Collegians RLFC? Yes No

If you answered yes, Whom \_\_\_\_\_

Do you have reliable means of transport? Yes No

Have you ever worked in a registered club? Yes No

If yes, please specify which one \_\_\_\_\_

Have you ever worked in a hotel or restaurant?

If yes, please state which one(s) \_\_\_\_\_

Do you have a current RSA and RCG certificate? Yes No

Please state the date you are available to commence work at Collegians RLFC? \_\_\_\_\_

**HEALTH RECORD**

Have you ever received workers compensation for any reason? Yes No

If yes, are you still receiving either workers compensation rehabilitation payments? Yes No

Are there any medical factors that might prevent you from carrying out allocated duties? Yes No

If yes, please provide details \_\_\_\_\_

Are you prepared to undergo a medical examination prior to your employment? Yes No

Do you smoke? Yes No

Do you suffer from any medical condition that may require Collegians to obtain special knowledge and/or training to protect your health and safety in the workplace (e.g. Asthma, Diabetes etc)

Yes    No

If yes , please provide details \_\_\_\_\_

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### **Declaration**

I understand that any offer of employment by the Collegians Rugby League Football Club is based on the accuracy of the statement contained in this application. I declare that, to the best of my knowledge, the information supplied by me on this application is true and correct and any false, suppressed or misleading information, if I am accepted as an employee of the Collegians Rugby League Football Club, may be grounds for my immediate dismissal from employment.

If employed I agree to abide by the policies and procedures of the Collegians Rugby League Football Club and to wear the uniform as directed.

I understand that the activities of all patrons and employees are under twenty-four (24) hour recorded video surveillance as part of normal procedures and if I am successfully employed with the Collegians Rugby League Football Club, that I will be subject to this surveillance in the course of my duties.

If my application is processed, a criminal history may be done by the club solely for this purpose. In order for this to be completed I agree to provide a copy of my driver's licence, current passport or my birth certificate. I agree to disclose my date of birth for this purpose.

Collegians Rugby League Football Club is subject to the provisions of the privacy amendment act 2001. The personal information provided by me in this form will be used by the club. It may be necessary for the Collegians Rugby League Football Club to disclose or discuss my information to/with a third party such as an internal manager, my nominated referee and/or my previous employers in order to clarify these details.

I have read and I fully understand this declaration

Signed \_\_\_\_\_ Date \_\_\_\_\_

