

APPLICATION FOR EMPLOYMENT



Please ensure you complete all areas as thoroughly as possible.

1. Contact Details

Full Name: _____
Address: _____
State: _____ Postcode: _____
Phone: _____ Mobile: _____
Email Address: _____

2. Eligibility

Are you a permanent resident or citizen of Australia? Yes / No

If NO please list visa details:

Type:	
Number:	
Expiry Date:	

3. Location

Pakenham Racing Club Inc. operates three entertainment venues. Please advise the location(s) you available to work in and your preference(s). (Please note that if you nominate Tynong, you will need your own transport as there is no public transport to that facility).

TYNONG (Racecourse) PAKENHAM (Cardinia Club) OFFICER (Club Officer)

Preference(s): _____

4. Position

A. Please tick the department(s) you are applying for:

Bistro/Bar Gaming/Bar TAB/Bar Front Office/Support Office
 Events Kitchen Hand Cook/Chef Track & Grounds

B. Position applying for: _____

C. How did you find out about this opportunity?

SEEK Our Website Local Newspaper Word of Mouth/Referred

Other: _____

If referred, please specify employee: _____

5. Availability

In many of our roles, it is a requirement that you are available to work on a variety of shifts over a 24 hour roster, 7 days a week, including weekends and public holidays.

Please advise if you are able to meet this essential criteria? Yes / No

Please advise what type of work you are applying for, and the number of hours:

- a.** Casual Part-time Full-time
- b.** Less than 10 10 – 20 20 – 30 30 +

Please indicate your availability for work (please tick):

	Available Yes/No	Morning (7am to 11am)	Lunch (11am to 3pm)	Evening (5pm to 10pm)	Night (10pm to 4am)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
If other please specify here:					

6. Inherent requirements of the role

All employment opportunities at the Pakenham Racing Club will involve some degree of manual handling including lifting, bending, twisting, carrying, gripping and standing/walking for extended periods at a time. Depending on the role, you may be required to lift up to 15kgs.

Please provide details below if you have any pre-existing injuries or illnesses that may prevent you from performing any of the above actions or your role:

If you do not disclose the above information, or if you make a false or misleading disclosure, then section 82(8) of the Accident Compensation Act 1985 will apply. If section 82(8) applies, you will not be entitled to Work Cover compensation for any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injuries or diseases.

7. Education

Please list your most recent education first (within last 10 years only). If you are still studying, please specify expected year of completion:

Certificate / Diploma / Degree / Masters	Year From	Year Completed	Higher Education / School / TAFE

8. Certificates

Please list any of the below certificates which you have obtained:

Course	Year	Valid Until	School / Institution / TAFE
RSA			
RSF			
RSG			
Gaming License			
TAB Sellers			
First Aid Certificate			
TAB Manager			

9. Employment History

Please list your most recent employer first. (Please skip if resume attached)

Employer 1

Position Title: _____ Employer: _____

Dates worked: _____ Reason for leaving: _____

Duties:

Employer 2

Position Title: _____ Employer: _____

Dates worked: _____ Reason for leaving: _____

Duties:

10. Additional Information

A. Do you have a current driver's license? Yes / No

B. Have you ever been convicted of a criminal offense? Yes / No

If YES, have these offenses related to theft, dishonesty, assault, drugs or alcohol? Yes / No

C. Do you have any travel booked in the next 12 months? Yes / No

If YES, please provide details below

D. Have you ever worked for the Pakenham Racing Club? Yes / No

If YES, please fill in details of employment below:

Position Held	Dates	Reason for leaving
	/ / to / /	
	/ / to / /	

E. Do you have a relative, partner or family member currently employed by the Pakenham Racing Club? Yes / No

If YES, please provide details below:

F. Do you have any further information you would like to add to your application?

11. Declaration and Signature

- I declare that the information I have given is true and correct and that I have not withheld any information which may adversely affect my suitability for employment.
- If successful in my application, I will abide by all company rules, policies and procedures as declared to me by the Pakenham Racing Club.
- I have full rights to work in Australia, and can provide evidence to the satisfaction of the company if required.
- I understand that the completion of this form may not necessarily lead to employment, and agree that any offers of employment is based upon accuracy of information contained herein, and that any misinterpretation of facts or material omission could be cause for instant dismissal.
- *All applications will be held for 3 months only then destroyed. If you wish to remain on the Clubs database for employment, you will need to re-apply after 3 months.*

Signature of Applicant:

_____/_____/_____
Date: