

# Employment Application including Reference Check Details



Trinity Beach AFL & Sporting Club has an obligation under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to obtain reference checks on all prospective new employees. All information collected will remain confidential in accordance with the Privacy Act 1988.

*Application must be completed in full or not accepted*

## POSITION APPLIED FOR

## PERSONAL DETAILS

Surname

Given Name

Address

Home Phone

Mobile Phone

Email

*(Condition of Employment: Current Qld RSA, RSG & Gaming License)*

## CURRENT QUALIFICATIONS

## CURRENT LICENSES

## EXPIRY DATE

CURRENT QUALIFICATIONS	CURRENT LICENSES	EXPIRY DATE

## PREVIOUS EMPLOYMENT (MOST RECENT FIRST PLEASE)

Business Name	Dates from/to	Position Held	Reason for Leaving	Office Use Check

## REFERENCES

Do you agree to have referees contacted in relation to this application? (tick one)  Yes  No

*(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)*

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact Number	Position held/working relationship (eg Supervisor)	Office Use Check

What type of work are you available for?

Full Time

Part Time

Casual

**OTHER INFORMATION**

When will you be available to start work?	
Please provide any other information that you identify as being pertinent to this application. (eg other skills, medical conditions, disabilities)	

**DECLARATION**

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment.

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

**CONFIDENTIAL For Office Use Only**

**REFERENCE CHECKS**

Reference Name	Comments	Would re-employ? Yes <input type="checkbox"/> No <input type="checkbox"/>	Initial	Date

Customer Service Skills  
 Excellent  Average  Poor

Cash Handling Skills  
 Excellent  Average  Poor

Reference Name	Comments	Would re-employ? Yes <input type="checkbox"/> No <input type="checkbox"/>	Initial	Date

Customer Service Skills  
 Excellent  Average  Poor

Cash Handling Skills  
 Excellent  Average  Poor

Reference Name	Comments	Would re-employ? Yes <input type="checkbox"/> No <input type="checkbox"/>	Initial	Date

Customer Service Skills  
 Excellent  Average  Poor

Cash Handling Skills  
 Excellent  Average  Poor

**OTHER ACTION**

Action	Name	Date
Interview arranged for / /		
Offer of employment made <input type="checkbox"/> Yes <input type="checkbox"/> No		
Position		
Letter of appointment signed / /		
Induction due on / /		
Probationary period expires on / /		
Notes:		
Transfer paperwork to HR at Cazalys for secure filing		