COONAMBLE BOWLING CLUB LTD

EMPLOYMENT APPLICATION FORM

Cnr Aberford Street & Pages Terrace, Coonamble NSW 2829 | (02) 6822 1144

Please complete all relevant sections. You may attach a current resume. Copies of licences, certificates and proof of work rights may be requested during recruitment.

1. Applicant details

Title / preferred name	Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Mx [ ] Preferred name: _____
Full name	First name: _____ Surname: _____
Residential address	_____ _____
Suburb / State / Postcode	Suburb: _____ State: _____ Postcode: _____
Contact details	Mobile: _____ Email: _____

2. Position and employment preferences

[ ] Bar / beverage service	[ ] Bistro - front of house
[ ] Bistro - kitchen / back of house	[ ] Gaming / TAB / Keno
[ ] Administration / accounts	[ ] Cleaning
[ ] Bowls / greenkeeping	[ ] Courtesy bus / driving
[ ] Management / supervision	[ ] Security
[ ] Other: _____	

Employment type	Full-time [ ] Part-time [ ] Casual [ ] Temporary / seasonal [ ]
Availability to commence	Immediately [ ] From: ____ / ____ / _____ Preferred hours per week: _____

3. Work rights and age eligibility

Are you 18 years or over?	Yes [ ] No [ ] (Some club roles have age and licensing restrictions.)
Legal right to work in Australia?	Yes [ ] No [ ]
If you hold a visa	Visa type: _____ Expiry date: ____ / ____ / _____
Work restrictions	None [ ] Yes [ ] If yes, please describe: _____

4. Availability for work

Enter the earliest start and latest finish times you are available. Tick "Not available" where applicable.

Day	Available from	Available until	Not available
Sunday			[ ]
Monday			[ ]
Tuesday			[ ]
Wednesday			[ ]
Thursday			[ ]
Friday			[ ]
Saturday			[ ]

Are you generally available for weekends and public holidays? Yes [ ] No [ ] Sometimes [ ]

5. Licences and certificates

Please tick current licences/certificates. Evidence may be requested before commencement.

Licence / certificate	Current?	Number / expiry (if applicable)
NSW Responsible Service of Alcohol (RSA)	Yes [ ] No [ ]	
NSW Responsible Conduct of Gambling (RCG)	Yes [ ] No [ ]	
First Aid / CPR	Yes [ ] No [ ]	
Australian Driver Licence	Yes [ ] No [ ]	
Food Safety Supervisor / food handling	Yes [ ] No [ ]	
Security licence	Yes [ ] No [ ]	

Driver licence: Class _____ Automatic only [ ] Manual [ ] No licence [ ]

Other relevant licences / certificates: _____

6. Skills and experience

Skill / system	Beginner	Intermediate	Advanced
Microsoft Word / Outlook	[ ]	[ ]	[ ]
Microsoft Excel	[ ]	[ ]	[ ]
POS / cash handling systems	[ ]	[ ]	[ ]
Gaming / TAB / Keno systems	[ ]	[ ]	[ ]
MYOB / Xero / accounting systems	[ ]	[ ]	[ ]
Social media / digital systems	[ ]	[ ]	[ ]

Other relevant skills or experience: _____

7. Employment history

If your resume provides a complete employment history, you may write "See attached resume" below.

Position held	Employer / organisation	Dates employed	Main duties / relevant experience

Reason for leaving your most recent position: _____

8. Education and qualifications

Qualification / certificate	Institution / provider	Year obtained	Current / relevant details

9. Referees

Please provide two referees. At least one should preferably be a recent supervisor or employer. By listing a referee, you consent to Coonamble Bowling Club contacting them in relation to this application.

Referee 1		Referee 2	
Name		**Name**	
Position / company		**Position / company**	
Contact number		**Contact number**	
Email		**Email**	

10. Additional employment information

Have you previously worked for Coonamble Bowling Club Ltd?	Yes [ ] No [ ] If yes, when? _____
Do you require any reasonable adjustment during the recruitment process or to perform the inherent requirements of the role?	Yes [ ] No [ ] If yes, please outline below.
Do you have any criminal conviction or pending charge that may be relevant to the duties of the position, including theft, dishonesty, fraud, violence or gaming-related offences?	Yes [ ] No [ ]
Are you willing to provide evidence of identity, work rights, licences and qualifications relevant to the position?	Yes [ ] No [ ]
May we contact the referees listed above?	Yes [ ] No [ ]

A "Yes" answer to a relevant criminal history question does not automatically exclude an applicant. Any information will be considered in relation to the position and applicable legal or regulatory requirements.

If you answered Yes above or wish to provide further information, please provide details here (or attach a separate page):

_____

_____

11. Privacy notice and consent

Coonamble Bowling Club Ltd collects the personal information in this application to assess your suitability for employment, verify relevant qualifications, licences and work rights, contact referees, and meet legal or regulatory obligations. Information may be accessed by authorised Club personnel and disclosed where reasonably necessary to referees, verification providers, advisers, insurers or regulators. Unsuccessful applications will be retained only as reasonably required for recruitment, recordkeeping or legal purposes and then securely disposed of.

By signing this application, I consent to Coonamble Bowling Club Ltd collecting, using and disclosing my information for the recruitment purposes described above, including contacting the referees I have nominated and verifying relevant information I provide.

12. Applicant declaration

[ ] I understand that completing this application does not guarantee an interview or offer of employment.

[ ] I confirm that the information in this application and any attached documents is true and correct to the best of my knowledge.

[ ] I understand that any offer of employment may be subject to satisfactory reference checks, verification of work rights, licences and qualifications, and any other checks lawfully required for the role.

[ ] I will advise the Club if any information relevant to my application changes before employment commences.

Applicant name	
Applicant signature	
Date	____ / ____ / _____

Office use only

Position considered for	
Interview date / outcome	
Reference checks completed	Yes [ ] No [ ] N/A [ ]
Licences / work rights verified	Yes [ ] No [ ] N/A [ ]

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