

**C.ex Group**  
Coffs Harbour, Woolgoolga & Urunga  
**Application for Employment**



Last Name:		First Name:	
Email:			
Address:			
			Postcode
Telephone		Date of Birth	
AH:		Mobile:	
NB: You must be over 18 to be eligible for certain duties			
Drivers Licence No.	State	Class	Expiry Date
In case of emergency, please notify		Telephone	
Name:		AH:	Mobile:
Address:			
			Postcode
(Relationship to applicant):			
<b>Positions of Interest:</b>			
<input type="checkbox"/> Chef	<input type="checkbox"/> Cook	<input type="checkbox"/> Kitchenhand	<input type="checkbox"/> Cleaner
<input type="checkbox"/> Food & Beverage Attendant	<input type="checkbox"/> Gaming Attendant	<input type="checkbox"/> Security Attendant	<input type="checkbox"/> Greenkeeper
<input type="checkbox"/> Admin/Receptionist	<input type="checkbox"/> Courtesy Bus Driver	<input type="checkbox"/> Management	
<b>Essential Qualifications:</b> (Attach copies)		<input type="checkbox"/> Food Hygiene Certificate (required for Food Positions)	
<input type="checkbox"/> RSA Certificate (required for Beverage & Security Positions)		<input type="checkbox"/> Chef's Qualified Trade Papers	
<input type="checkbox"/> RCG Certificate (required for Beverage & Gaming Positions)		<input type="checkbox"/> First Aid Certificate (required for Security Positions)	
<input type="checkbox"/> Courtesy Bus Driver (LR License required)		<input type="checkbox"/> Security Licence (Class1C) (required for Security Positions)	
<b>Classification:</b>			
<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time	
<b>Education:</b> (Highest qualification achieved ie. School Certificate, HSC, Degree)			
Qualification:		Institution:	Year achieved:
<b>Vocational Training:</b> (Hospitality Certificates, Short Courses etc)			
<b>Are you are a Registered Job Seeker?</b> (If yes – which Job Network Provider/Employment Agency)			

# C.ex Group

Coffs Harbour, Woolgoolga & Urunga

## Application for Employment



**Availability:**

- Prepared to work at all sites:  C.ex Coffs (formerly Coffs Ex-Services Club)  
 C.ex Woolgoolga (formerly Woolgoolga Bowling Club)  
 C.ex Urunga (formerly Urunga Golf & Sports Club)

**Availability for work (if not available all day - please write in times available)**

	All day	Commencing	Finishing	Not available
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Details of Previous Employers**

Dates	Company	Position	Duties	Reason for leaving

Have you been previously employed by C.ex Group: C.ex Coffs, C.ex Woolgoolga or C.ex Urunga

Yes  No

**List Three Professional Referees – (completion of this section authorises the Club to contact these referees in relation to your application for employment, this may be done prior to interview)**

Name	Company	Address	Position	Telephone

**Physical and Health History**

Please specify any pre-existing Medical Conditions/Injuries/Claims which may affect your performance in the role applied for, or which may be aggravated or worsened by the duties of the role.


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Do you suffer from any back, neck, shoulder or knee complaints? Yes  No

If 'Yes' give details:


Are you required to take medication that may:

Affect your work performances? Yes  No

Affect your attendance at work? Yes  No

How much time have you lost from work in the past 3 years for illness?

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Would you be willing to undertake a medical examination? Yes  No

Would you be willing to take an alcohol and other drug test? Yes  No

**Privacy Statement**

C.ex Group of Clubs is subject to the provisions of the Privacy Amendment (Private Sector) Act 2001. The personal information provided by you on this form and attached documents will be used to determine your suitability within our organisation for this or any other suitable role.

It may be necessary for the Club to disclose or discuss your information to a third party such as internal managers, referees and previous employers in order to clarify or verify the details.

You have the right to access any personal information that the Club may hold about you, including a right of correction of your information.

If you require any further information please contact our Chief Executive Officer.

Signature 

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Date 

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**Declaration:**

In signing this Application for Employment, I acknowledge that any misrepresentation of facts is sufficient for dismissal.

I agree to my previous employers (other than present) being requested to furnish a confidential report on my service and to any other nominated referees being asked to supply a reference.

I agree to attend a medical examination prior to employment, or at any time during my employment, conducted by a medical practitioner nominated by the Club.

I understand the completion of this application may not necessarily lead to an interview.

Signature 

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Date 

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**Please note:**

**Completed application forms to be forwarded to HR Coordinator.**

**Completing an application form may not necessarily lead to an interview.**