



Mildura Working Man's Club
90-124 Deakin Avenue
MILDURA, VIC. 3500

Application for Employment

**** It is essential that all questions are answered, Resume and all other relevant documents attached to ensure Application is complete prior to submission***

**** Police Check**

The Mildura Working Man's Club requires all employees to undergo a Police Check prior to commencement of employment. This will be at the expense of the applicant

Details

Date: ____/____/____

Title: (Please tick) Mr Mrs Ms Miss

Surname:

Given Names:

Residential Address:

Postal Address:

Personal Telephone Numbers:

Home :

Mobile :

Date of Birth (Optional): ____/____/____

Are you an Australian Citizen? Yes No

If no, please list work visa details, dates etc.

Position Details

Position applied for: (Please tick the areas that are relevant to this Application)

Bar

- Responsible Service of Alcohol essential *
- Food Handlers essential *
- Responsible Service of Gaming essential *
- Requirement to apply for a VCGR Special Employees Licence within the first 3 months of commencement of employment

Gaming

- VCGR Special Employees Licence essential *
- Responsible Service of Gaming essential *
- Responsible Service of Alcohol essential *
- Food Handlers essential *

Bistro Wait Staff (Food Service)

- Food Handlers essential *
- Responsible Service of Alcohol essential *
- Responsible Service of Gaming essential *
- Requirement to apply for a VCGR Special Employees Licence within the first 3 months of commencement of employment

Kitchen Hand/Dishwashing

- Food Handlers essential *

TAB

- Seller Accreditation essential *
- Cash Controller Accreditation preferred, not essential *

Other

**** Copies must be attached and current within 3 years***

Employment Status applied for:

- Casual: number of hours – Minimum _____ / Maximum _____
- Part time
- Full time

What is your employment objective – ie. What is your preferred career path?

Licences/Accreditations

Please tick hospitality industry certificates/accreditations/licenses you hold –

- VCGR Special Employees Licence (Number: _____)
- TAB Sellers Accreditation
- TAB Cash Control Accreditation
- Responsible Service of Alcohol
- Responsible Service of Gaming
- Food Handlers/Food Hygiene
- Other _____

Please list any other licenses or accreditations you hold:

Availability

The Mildura Working Man's Club trading hours require employees to be rostered at times ranging anywhere from 7am until 1am Monday through to Sunday on a number of varying shifts. These shifts will include nights, weekends and split shifts. Do you have any commitments that would restrict your availability for shift work? If yes, please provide details of when you **cannot** work.

Do you have a Drivers Licence?

Yes No

Class:

State of Issue:

Do you have reliable transport to and from work?

Yes No

About Yourself

What are your main hobbies, interests, etc. outside of work?

Do you speak any other languages? If so, give details of languages and state of fluency.

What value would you expect to add to our Club if we were to employ you?
(Please be descriptive)

Medical History

Do you have any health problems or disabilities which are relevant to this application?

Yes No

If 'yes' please provide details:

Please give brief details of any serious illnesses or operations:

You may be required to undertake a medical examination as a condition of employment. Such an examination would be at the expense of the Mildura Working Man's Club.
Are you willing to undergo such an examination?

Yes No

Are you a smoker?

Yes No

Do you know of any reason why, if appointed, you would be unable to attend regularly for work?

Yes No

If 'yes' please explain:

References

It is essential that you include at least three (3) references from previous employers. At least two (2) of these must be relevant to the position applied for.

Include names, addresses and telephone numbers.

1.

2.

3.

Employment Application Declaration

It is the responsibility of the applicant to read and fully understand the conditions of this application prior to signing and lodgment.

- I declare that the statements made by me in this application and information provided are true and complete and understand that a false statement or dishonest answer renders me liable for dismissal.
- I will abide by company rules and policies as declared to me or contained in the Staff Handbook and staff notices.
- I declare that I am eligible to work in Australia and understand that any false information given regarding this matter will render me liable for dismissal.
- I understand the job applied for is a casual position unless I am advised otherwise. If I am offered a position I will be on a six (6) month probation period, during which time my employment may be terminated at any time with one day's notice.

Signature of Applicant _____ Date ____/____/____



MILDURA WORKING MAN'S CLUB INC. PRIVACY POLICY

Privacy Policy

The Mildura Working Man's Club recognizes that your privacy is important and that receiving your personal information involves trust. The Mildura Working Man's Club takes the issue of privacy very seriously.

Set out below is the Mildura Working Man's Club Inc. Privacy Policy. It explains what information we collect, the handling, use and disclosure of your personal information, your rights and how we protect those rights.

Mildura Working Man's Club is subject to provisions of the Privacy Act 1988 which contains the National Privacy Principles that set standards for the handling of personal information. The Mildura Working Man's Club complies with the National Privacy Principles in collecting information from you and in storing and maintaining that information. You can obtain a copy of the Principles by contacting:

The Privacy Commissioner Privacy Hotline: 1300 363 992
GPO Box 5218 Telephone: (02) 9284 9800
SYDNEY, NSW. 2001 Fax: (02) 9384 9666

Collection of Personal Information

The type of personal information that we collect from you will depend upon what dealings you have with us. The Mildura Working Man's Club will not collect personal information unless the information is necessary for the Club's functions or purposes. The Mildura Working Man's Club will only collect personal information by lawful and fair means. The Club is required to collect personal information under law; for example: laws relating to the regulation of gambling, financial transactions, taxation and occupational health and safety.

Any personal information provided by you to the Mildura Working Man's Club will be protected by the Club, using all reasonable means necessary to protect such information from misuse or loss. This includes information collected by:

- Completion of a Club Membership Application form; or
- A Membership Card being placed in a Club gaming machine or a machine linked to a member loyalty system; or
- Security surveillance cameras placed in the Club; or
- Any other method which the Club may, from time to time, adopt.

Use and Disclosure of Personal Information

The Mildura Working Man's Club may use your personal information for its own purposes, including to ensure safety of members and guests, to protect the property of the Club, to improve the Club's services, to provide members and guests with the latest information about those services and for marketing purposes.

We do not disclose your personal information to other organizations or persons unless we are required by law to do so. The Club may disclose personal information to the relevant authorities if it reasonably believes that:

- There is a threat to the individual's life, health or safety; or
- An unlawful activity has been, is being or may be engaged in.

The Club may then disclose personal information to the relevant authorities as a necessary part of any investigation or report.

Sharing Information with other Organizations

The Mildura Working Man's Club may, in some circumstances, disclose your personal information to third parties that provide services to the Club. This information may be provided only to the extent necessary to operate our business or provide you with products and/or services you have requested. We require these organizations to agree to our Privacy Policy, to strict conditions governing how your personal information may be used and to keep any personal information provided secure and confidential.

Your information may be disclosed to other members of Clubs Vic, The Victorian Commission of Gambling Regulation and credit reference agencies for the purposes of carrying out credit checks. We will only disclose information to organizations who comply with the National Privacy Principles contained in the Privacy Act 1988.

Security of Personal Information

The Mildura Working Man's Club will make all reasonable endeavours to securely protect your personal information against unauthorized use, access, modification and disclosure and to keep this information accurate, complete and up to date. Our employees are required to respect the confidentiality of any personal information held by the Club. The Mildura Working Man's Club will only store your personal information for as long as necessary for any purpose for which the information may be used or disclosed under the National Privacy Principles of as required by law.

Access to and Correction of Personal Information

You are welcome to request details of the personal information we hold about you. If you wish to make a request to review your personal information, please attend the Mildura Working Man's Club in person as your Driver's Licence or similar photo identification is required in order to verify your identity. The information will then be made available to you within thirty (30) days. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date please contact Club Reception. We may require up to thirty (30) days to update our records.

Video Surveillance

We are committed to providing a secure environment for all members and visitors to our Club. The Mildura Working Man's Club premises and surroundings are under constant video surveillance, enabling the Club to provide services to our members, to protect Club property and to ensure the safety and well-being of our members and guests.

Unless permitted by the Privacy Act or otherwise required by law, the Club will not, without prior written consent of any person concerned, use the information recorded by those cameras for any other purpose. Details of suspected illegal and undesirable activities are shared with other members of Clubs Vic, law enforcement bodies and regulatory bodies such as the Victorian Commission of Gambling Regulation.

Recruitment

The personal information provided by persons seeking opportunities of employment at the Mildura Working Man's Club is used for the purpose of assessing the employment application/interview and will not be used or disclosed for any other purpose.

Any contractors and service providers we use to help us in our recruitment may access information provided by the applicant. The Mildura Working Man's Club does not retain or archive any detailed information about opinions of referees.

If the applicant is unsuccessful in gaining employment with The Mildura Working Man's Club, we will, upon the applicant's request either:

- Archive the information provided to us in the course of assessing the application for three (3) months before it is confidentially disposed of; or
- Confidentially dispose of all information provided to us in the course of assessing the application.

Cookies

When you visit our website, we may use an internet browser feature called a 'cookie'. A cookie is a small data file that may be placed on the computer of a web user the first time a computer visits a website which operates cookies. Cookies by themselves cannot be used to identify you personally. They only identify your computer when you visit our site. The information we gain by using cookies, provides us with statistics which can be used to analyze and improve our website, products and services. If you do not wish to receive cookies, you can set your browser to refuse them. However, this may mean that you are not able to take full advantage of our services.

Links

The Mildura Working Man's Club provides links to other websites outside our network. These links are not under the control of the Mildura Working Man's Club and as such we are not responsible for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to consider the organizations that have requested your information and to examine their compliance with the National Privacy Principles, as well as their terms and conditions of use.

Spam

The Mildura Working Man's Club will not send you 'spam' (unsolicited advertising information) without your consent. If you are receiving promotional information about the Mildura Working Man's Club and do not wish to receive this information any longer, you may remove your name from our mailing list by requesting this action via written letter addressed to PO Box 5050 Mildura, Vic. 3502, via fax on (03) 50211586 or by email to: info@milduraworkers.com.au

Database Information

The Mildura Working Man's Club will not sell your information from its databases to other companies, organizations or individuals.

Marketing

The Mildura Working Man's Club will not send marketing material to you if you have specifically requested not to receive it.

Changes in the Future

We reserve the right to change our Privacy Policy at any time. All changes will be notified by posting an updated version of the Privacy Policy on the Club notice board in the Main Foyer of the Club. Any changes to our Privacy Policy shall be deemed to take place on the date the changes are posted.

Additional Information on Privacy

If you require any further information and/or have any questions regarding this Privacy Policy, you may contact:

Chief Executive Officer Telephone: (03) 5023 0531
Mildura Working Man's Club Fax: (03) 5021 1586
PO Box 5030 Email: info@milduraworkers.com.au
MILDURA, VIC. 3502