

Employment Application including Reference Check Details



Cazalys Cairns Ltd 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

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

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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:		