

Applications will be held on file for a minimum of 3 months and may be accessed during the recruitment process by relevant managers and Human Resources representatives. All applications will be treated with confidentiality and fairness. You will only be contacted if you are successful in gaining an interview. Please be aware that some positions may be subject to a police background check. We thank you for your application.

APPLICATION FOR EMPLOYMENT (Please complete all sections **regardless** of whether you attach a CV)

Position Applied For _____

Date _____ Available to Commence ___/___/___

Are you willing to work: Days Nights Rotating Shifts Weekends

PERSONAL DETAILS

Surname _____ First Name _____ Preferred Name _____

Address _____

Postcode _____ Home Phone _____ Mobile Phone _____

Email Address _____ Date of Birth _____

Proof of Identification: Birth Certificate Drivers Licence Over 18 Card Passport Other

If you are not an Australian Citizen, are you a permanent resident of Australia? YES/NO

Have you previously been employed by Jupiters Limited or Tabcorp Holdings Limited? YES/NO

If yes, what position did you hold? _____

Which Jupiters/Tabcorp business unit was position held in? _____

EDUCATION

NAME OF SCHOOL/COLLEGE AND LOCATION	DURATION OF STUDIES		TYPE OF QUALIFICATION OBTAINED
	From	To	
High School:			
College or University:			
Business/Trade or Other:			

GENERAL SKILLS eg related licences/typing speed/computer skills or other relevant skills acquired

Type	Qualification	Proficiency	Comments (other relevant information)

EMPLOYMENT HISTORY (most recent first) Please include start month

Employer (Full Name and Address): _____
 From ____/____/____ To ____/____/____ Position _____
 Employed: Full-time Part-time Casual
 Reason for Leaving: _____
 Name of Supervisor/Referee _____ Contact Phone Number: _____

Employer (Full Name and Address): _____
 From ____/____/____ To ____/____/____ Position _____
 Employed: Full-time Part-time Casual
 Reason for Leaving: _____
 Name of Supervisor/Referee _____ Contact Phone Number: _____

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 From ____/____/____ To ____/____/____ Position _____
 Employed: Full-time Part-time Casual
 Reason for Leaving: _____
 Name of Supervisor/Referee _____ Contact Phone Number: _____

WORK REFERENCES Do NOT List Relatives. Please provide at least 2 references

Work	Position/ Relationship to you	Company	Phone Contact	Years Known

LANGUAGES

LANGUAGES	Speaking Ability Good/Fair/Poor	Writing Ability Good/Fair/Poor	Interpreting Good/Fair/Poor

HEALTH ASSESSMENT

Do you currently suffer from, or have you ever suffered from any disability, illness or medical condition which would affect your ability to perform the job you are applying for? Yes No

If yes, explain what function you cannot perform and what accommodations could be made which would allow you to do the work adequately (if additional space required, attach separate letter)

EMERGENCY CONTACT

In case of emergencies please contact: _____

Home Phone _____ Work Phone _____ Mobile _____

Relationship: _____

PRIVACY STATEMENT FOR APPLICATIONS FOR EMPLOYMENT

The information provided by you is used for the purpose of assessing your application for employment and will not be used or disclosed for any other purpose. You may request access to your information and request that it be corrected at any time. If you wish to request access to or correct your information or if you have any queries regarding our privacy policy, please contact the Human Resources Department.

DECLARATION

I understand that the completion of this form in no way constitutes an offer of employment, nor is it a guarantee of an interview. I also understand that applications are held for a period of three months only and I will only be contacted if a suitable position becomes available.

I authorise the Gold Coast Convention and Exhibition Centre to contact any of my referees to seek information on my employment history and understand that any appointment is subject to a satisfactory reference.

I declare that the statements made by me in this application are true, complete and correct and that I am prepared to undergo medical examination. A false statement or dishonest answer to any question may be grounds for my immediate discharge from employment with the Gold Coast Convention and Exhibition Centre.

Furthermore, I am prepared to work within the terms and conditions of the Employment Contract/ Certified Agreement and the workplace policies and procedures of the Gold Coast Convention and Exhibition Centre

APPLICANTS SIGNATURE _____ **DATE** _____

Please forward your application to:

Human Resources Department
PO Box 1407
Broadbeach QLD 4218

FOR HUMAN RESOURCES USE ONLY

<p>Recommendation</p>	<p>Position Title: _____ Department: _____</p> <p>Position Status: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/></p> <p>Wage/Salary: _____ To Start On: _____ Grade: _____</p> <p>Probation: _____ Payroll Classification Code: _____</p>
<p>Job Offer</p>	<p>Verbal Offer: _____ Accepted YES/NO</p> <p>Induction Date: _____ Orientation Date: _____</p> <p>Commencement Date: _____ Cost Centre _____</p> <p>Employee Number _____ Requisition No: _____</p>
<p>Additional Information</p>	<p>Annual Review: _____ Significant Dates: _____</p> <p>Leave Codes Applicable YES/NO</p> <p>Benefits: Uniform YES/NO Dry Cleaning YES/NO Other</p> <p>Superannuation: YES/NO</p> <p>Sunsuper/Jupiters Ltd Fund</p> <p>Form completed by Employee</p> <p>Form sent to the Fund</p> <p>NPS Updated</p> <p>Tax File Number notification</p>