

Application Form

Instruction for Managers

- 1. Form is to be given to applicants prior to an interview.
- Information used for the recruitment process only.
 Form shredded if not employing or filed on staff file.

Instruction for Applicant

- 1. Complete as part of your application.
- 2. Provide the form to the Manager or Staff Member.

For Your Information

The information within the Application will be used only for Recruitment Processes and will be distributed to the Manager. Applications will be kept confidential.

Work Request Information First Name: Last Name: Preferred Preferred Work Full Time Position: option: Part Time (Please tick) Casual Other Positions Availability to Every day including shift work vou would Work:

consider:	(Please tick)	Week days only Weekends only Day time only
When can you start work?	Hours you are Available:	Other – please specify:
Personal Information	Are you an Australian	Yes / No
Contact Details:	Citizen?	
Home Number:	If not, what is your current residency status?	Permanent / Temporary Type of Visa: Expiry Date:
Mobile Number:		Expiry Bute.
Email Address:		



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Please	list most	recent	position	first:

Dates (Start and End Dates)	Position Held	Organisation	Referee, Position and Contact Number

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Institution	Date From	Date To	Course	Level Achieved

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Other Skills and Achievements	
Please list other skills which may assist you with your application (i.e. computer skills, awards and achievements)	
Details	

Capacity to Work Declaration

Are you over the legal minimum working age?	Yes / No
Date of Birth (Junior Positions Only)	
Can you meet the requirements of start and finish times of shifts?	Yes / No
Due to Occupational Health and Safety requirements, do you have any condition that will cause you to be absent from the workplace for prolonged periods of time and/or pose a significant risk to others? If yes, state details:	Yes / No
Do you have any condition that will, in any way, hinder your current or future ability to perform the position for which you have applied?	Yes / No
If yes, state details:	

Applicant Declaration

I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

I certify that the information supplied in my resume and within this Employment Application is true and correct to the best of my knowledge. I understand that false, misleading or non-disclosure of information may result in future disciplinary action including termination of employment. I authorise for my referees to be contacted.

Name:		
Signature:	Date:	