

Application Form

Instruction for Managers

1. Form is to be given to applicants prior to an interview.
2. Information used for the recruitment process only.
3. 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 Position:	_____	Preferred Work option: (Please tick)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Other Positions you would consider:	_____ _____	Availability to Work: (Please tick)	<input type="checkbox"/> Every day including shift work <input type="checkbox"/> Week days only <input type="checkbox"/> Weekends only <input type="checkbox"/> Day time only <input type="checkbox"/> Other – please specify: _____
When can you start work?	_____	Hours you are Available:	_____

Personal Information

Contact Details:	Are you an Australian Citizen?	Yes / No
Home Number: _____	If not, what is your current residency status?	Permanent / Temporary
Mobile Number: _____		Type of Visa: _____
Email Address: _____		Expiry Date: _____

