

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. Position applied for: _____
Available to take up employment (date) _____

2. Personal details:
Surname _____ Other names _____
Address _____
_____ Postcode _____
Telephone: _____ Date of Birth _____ (optional)

3. In case of emergency, notify:
Name: _____ Telephone _____

4. Are you willing to undertake a broad range of duties? YES / NO

5. Are you legally entitled to work in Australia? YES / NO

6. Medical:
Do you suffer from any current illness, injury, or allergy where medical treatment would be required, or that could affect your ability to perform your duties? YES / NO
Details: _____

Some positions within the Company may be subject to a medical examination. Would you have a problem with this requirement? YES / NO
Details: _____

7. Do you have a Drivers Licence? YES / NO
Drivers Licence No. _____ State _____ Class _____ Expiry Date _____
Do you have your own vehicle? YES / NO

8. Do you have a current First Aid Certificate? YES / NO
Details: _____

9. Education

Secondary Schools attended	Dates		Level Achieved
	From	To	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. Further education

Place of education	Dates		Type of Training	Qualifications
	From	To		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Previous Employment (Please include details of your most recent employment here, and use the spaces below to give details of other employment, working backwards from the most recent).

Present/previous employer _____

Starting Date _____ Leaving Date _____

Job Title _____

Duties/Responsibilities _____

Reason for leaving _____

Previous employer _____

Starting Date _____ Leaving Date _____

Job Title _____

Duties/Responsibilities _____

Reason for leaving _____

Previous employer _____

Starting Date _____ Leaving Date _____

Job Title _____

Duties/Responsibilities _____

Reason for leaving _____

GENERAL

12. Interests/hobbies: (Give details of pastimes, sports etc.)

Offices held in social/sports clubs, etc. _____

13. Public duties (JP, local councilor, etc.) undertaken:

14. Community/volunteer experience

15. List Three Professional Referees

Name	Company	Position	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

16. **Security Clearance**

Some positions within the Company may be subject to police/security clearance. Would you have a problem with this requirement? YES / NO
Details: _____

17. **Recruitment Policy**

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advance of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status.

I authorise the company to obtain references to support this application and release the company from any liability caused by giving and receiving information.

Declaration: In signing this Application for Employment, I acknowledge that any misrepresentation of facts may be sufficient cause for rejection or, if employed, summary dismissal.

Signature _____ Date _____