

# Application for Employment



Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

Present Address: \_\_\_\_\_ How Long There: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_ How Long There: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers Licence: Yes No Australian Citizen: Yes No

Educational Achievement: (Please name institution and qualification obtained - Evidence of scholastic success may be required).

Name of Institution: \_\_\_\_\_ Year of Completion: \_\_\_\_\_ Major Subjects: \_\_\_\_\_

High School

Secondary

Tertiary

Business or Vocational

Employment History: (List last job first)

Period

From \ To Employer: Supervisor Job Title & Description: Reason for Leaving:

Mo\Yr	Mo\Yr	Employer:	Supervisor	Job Title & Description:	Reason for Leaving:

References: (Two persons, not relatives, who have known you at least 1 year)

Name and Address Occupation Telephone How long Known

\_\_\_\_\_

**P.T.O.**

Type of Employment Sought (Please Circle)    Full Time                  Part—Time                  Casual

Please specify times available to work:

Mon:                          Tues:                          Wed:                          Thur:                          Fri:                          Sat:                          Sun:

	No	Yes	Applicable details if YES
Have you ever received Workers' compensation or Work Care Benefits under a Sickness or Accident Policy?			
Do you suffer from any serious illness, disease or disorder?			
How many days have you lost because of sickness over the past two years?			
Have you ever suffered a back injury?			
Do you have any physical condition or disability which may limit or preclude your ability to perform the particular job for which you are applying?			
Have you ever been arrested or convicted of a crime?			
Have you ever been discharged from employment?			
Do you have any objection to enquiries of your present employer regarding qualifications and character?			
Do you have any objection to us seeking verification and additional information to any matter within this application?			

What are your interests/hobbies?

What were your reasons for applying for this particular job?

**Applicant's Agreement - Please read the following statements carefully; they constitute the Conditions under which you might be employed.**

1. The information that I have provided on this application is accurate to the best of my knowledge and subject to validation.
2. I authorize the persons, schools, current employer (if approved by me in Employment section) and other organizations or employers named in this application to provide any relevant information that may be required to arrive at an employment decision.
3. I understand and agree that:
  - A) Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of or if employed, termination from employment.
  - B) Although management makes every effort to accommodate individual preferences, business needs frequently make the following conditions mandatory: overtime, shift work, a rotating work schedule and work schedules other than Monday through Friday. I understand and accept these as conditions of my continuing employment.
  - C) A medical examination may be required. (Results will be held in confidence by us except where release of such information is required by law. Also, when certain medical restrictions relate to an individual's ability to perform a job or series of jobs, those restrictions will be communicated to Personnel or Management).

..... Applicant's Signature

..... Date