



## APPLICATION FOR EMPLOYMENT

### PRIVATE & CONFIDENTIAL

Return this form to: Talana Kilroy

Position applied for:

Surname:

Given name(s):

Title:

Address:

State:

Postcode:

Telephone number (landline):

Telephone number (mobile):

Email address:

I identify as being of Aboriginal or Torres Strait  
Islander descent?

☐ Yes

☐ No

Current Working with Children Check?

☐ Yes

☐ No

Working With Children Check Number:

Current driving licence?

☐ Yes

☐ No

Licence Number:

Conditions:

Licence class:

Expiry date: / /

Are there any restrictions on you taking  
up employment in Australia?

☐ Yes

☐ No

*(If yes, please provide details)*

### Education history

Schools:

Qualifications gained:

Tertiary institutes/Universities

Qualifications gained:

Other training:

Qualifications gained:



## Employment history

*(Please complete in full listing your three most recent employers)*

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**1.** Name of employer: \_\_\_\_\_  
Address of employer: \_\_\_\_\_  
\_\_\_\_\_  
Job title and duties: \_\_\_\_\_  
Start salary: \_\_\_\_\_ Finish salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Notice required in current role: \_\_\_\_\_

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**2.** Name of employer: \_\_\_\_\_  
Address of employer: \_\_\_\_\_  
\_\_\_\_\_  
Job title and duties: \_\_\_\_\_  
\_\_\_\_\_  
Start salary: \_\_\_\_\_ Finish salary: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_

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**3.** Name of employer: \_\_\_\_\_  
Address of employer: \_\_\_\_\_  
\_\_\_\_\_  
Job title and duties: \_\_\_\_\_  
\_\_\_\_\_  
Start salary: \_\_\_\_\_ Finish salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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### **Current membership of professional bodies**

Please note any professional bodies you are a member of or are registered with.

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### **Other employment**

Please note any other employment you would continue with if you were to be successful in obtaining this position.

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### **References**

Please note the names and addresses of two persons from whom we may obtain both character and work experience references.

1. Name: 

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Address: 

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Known in the capacity of

*(i.e. Manager/teacher/personal)* 

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2. Name: 

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Address: 

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Known in the capacity of:

*(i.e. Manager/teacher/personal)* 

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### **Criminal record**

Please note any criminal convictions. If none, please state. In certain circumstances, employment is dependent upon obtaining a satisfactory Working with Children Check and/or National Police Check.

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**General comments/Further Considerations**

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**How did you hear about this position?**

Seek ☐ Facebook ☐ Company Website ☐  
Word of Mouth ☐ Other \_\_\_\_\_

**Declaration**

*(Please read this carefully before signing this application)*

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the employer reserves the right to require me to undergo a medical examination. I understand that should the employer require further information and wish to contact my doctor with a view to obtaining a medical report, the employer will inform me of their intention and obtain my permission prior to contacting my doctor. In addition, I agree that this information will be retained on my personnel file during employment and for up to six years thereafter.
3. I agree that should I be successful in this application, I will, if required, apply for a Working with Children Check and/or National Police Check. I understand that should I fail to do so, or should the check not be to the satisfaction of my employer, any offer of employment may be withdrawn, or my employment terminated.

**Application Checklist**

- ☐ Employment Application form completed in full (4 pages)
- ☐ Cover letter provided
- ☐ The specific criteria that is outlined within the Position Description has been addressed in point form (as displayed in Position Description)
- ☐ Current Resume provided
- ☐ A minimum of two professional referees supplied

Signed: \_\_\_\_\_

Date:    /    / \_\_\_\_\_