



APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL

Return this form to: Tamara Jeffress

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?
(If yes, please provide details)

Yes

No

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)

1. Name of employer: _____
Address of employer: _____

Job title and duties: _____
Start salary: _____ Finish salary: _____
Reason for leaving: _____
Notice required in current role: _____

2. Name of employer: _____
Address of employer: _____

Job title and duties: _____

Start salary: _____ Finish salary: _____
Reasons for leaving: _____

3. Name of employer: _____
Address of employer: _____

Job title and duties: _____

Start salary: _____ Finish salary: _____
Reason for leaving: _____



Current membership of professional bodies

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

Other employment

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

References

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

1. Name: _____

Address: _____

Known in the capacity of _____

(i.e. Manager/teacher/personal)

2. Name: _____

Address: _____

Known in the capacity of: _____

(i.e. Manager/teacher/personal)

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.



General comments/Further Considerations

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: / / _____