

APPLICATION FOR EMPLOYMENT OR VOLUNTEERING

(Confidential)

I AM APPLYING FOR OR INTERESTED IN:

Current Advertised Employment Vacancy

Future Vacancies

Volunteer Roles

Position/s or Areas of Interest :

Kitchen

Gardens

Maintenance

Administration

Clinical Care

Lifestyle Activities

If your application is successful, when are you available to start? _____

Last name: _____

First names: _____

Title: Mr / Mrs / Miss / Ms / Other _____

Address: _____

Suburb: _____ State: _____ P/code

Postal (if different): _____

Phone: _____ (Home:) _____ (Mobile): _____

Email: _____

DATE:

Do you have a current and valid National Police Clearance (less than 3 years old) Yes / No

EMPLOYMENT APPLICATIONS ONLY: LEGAL WORK STATUS

Are you an Australian Citizen/Permanent Resident Yes / No

If No: Are you legally entitled to work in Australia? Yes / No

Do you have a current work permit? Yes (please attach copy) / No
(Your application cannot be considered)

Expiry date of work permit: _____

VOLUNTEERS ONLY		Please tick which is applicable to you	
Work for the Dole	<input type="checkbox"/>	Volunteer Program	<input type="checkbox"/>
		Not Applicable	<input type="checkbox"/>

ABILITY TO PERFORM TASKS
<p>Do you have any health problems or known medical conditions which may affect your ability to effectively carry out the inherent functions and responsibilities of this job? This includes any past injuries that may affect your employment if they recurred. Yes / No</p> <p>If yes, please give details of nature of injury or illness:</p> <p>Date of Accident(s) /Injury/ Illness:</p>

RELEVANT WORK EXPERIENCE

Please attach your resume or list all jobs held, starting with your most recent employer. Continue on a separate sheet if necessary.

LAST OR PRESENT EMPLOYER:	
Address:	
Position held:	
From:	To:
Manager/supervisor's name:	
Key duties and responsibilities:	
Reason for leaving:	

PREVIOUS EMPLOYER:	
Address:	
Position held:	
From:	To:
Manager/supervisor's name:	
Key duties and responsibilities:	
Reason for leaving:	

REFEREES

Please provide details of at least three people we can contact for current/past work or character references

Name of referee (previous employer)	
Company	
Position of referee	
Telephone contact	
Name of referee (previous employer)	
Company	
Position of referee	
Telephone contact	
Name of referee (character referee)	
Company	
Position of referee	
Telephone contact	

Availability: Please circle all that apply			
Monday	Shift Work	Days only	Unavailable
Tuesday	Shift Work	Days only	Unavailable
Wednesday	Shift Work	Days only	Unavailable
Thursday	Shift Work	Days only	Unavailable
Friday	Shift Work	Days only	Unavailable
Saturday	Shift Work	Days only	Unavailable
Sunday	Shift Work	Days only	Unavailable

I consent to the Company seeking verbal or written information on a confidential basis about me from referees and representatives of my current and previous employers and I authorise the information sought to be released by them for ascertaining my suitability for the current vacancy.

Yes / No

Signature:

Date:

DECLARATION

I..... (print full name) declare that the information contained in this application and any supporting information is accurate, complete and correct. I accept that should my application be successful, this information will form part of my employment agreement and falsification or withholding of information may be grounds for dismissal.

Signature:

Date:

Should your application for employment with the Company be accepted, you will be required to supply your personal bank account number, Tax File number, Superannuation and emergency contact details.