



**Personal details**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Employment Desired**

Position: \_\_\_\_\_

Desired Salary: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Are you employed now: \_\_\_\_\_ If so, can we contact present employer: \_\_\_\_\_

Ever applied to company before: \_\_\_\_\_ When: \_\_\_\_\_

What type of work are you available for? (tick one) Full time  Part time  Casual

**General Information**

Qualification title	Institution/training provider	Year completed

Are you currently undertaking study/training? (tick one)  Yes  No

If yes, course/program name: \_\_\_\_\_

(tick one)  Full time  Part time  Distance  Other

**Previous employment (most recent first)**

Employer name/ establishment	Dates from/to	Position held	Reason for leaving	Office use check initial/date



Do you agree to have referees contacted in relation to this application? (tick one)

Yes  No

*(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)*

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact No.	Position held/working relationship (eg supervisor)	Office use check initial/date

Please provide any other information that you identify as being pertinent to this application.

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**Declaration**

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

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

Date: \_\_\_\_\_

