

EMPLOYMENT APPLICATION FORM

PERSONAL DETAILS		
Preferred Title (Mr, Mrs, Ms, Miss, Dr):		
Surname:	Telephone Numbers & Email	
Given Names:	Home:	
Address:	Mobile:	
	Other:	
	Email:	
Next of Kin/ In case of Emergency:		
Name:	Contact Number:	Relationship:
Position Applied For:		
Date of Birth: / /	Male/Female:	
Drivers License #:	Other I.D.:	
If you have a Drivers License, do you have your own vehicle? <i>If yes, please supply details (make, model):</i>		

EDUCATION				
Type of school	Name and Location	Course of study	Degree/ Dipl./Cert.	Number of years
High School				
TAFE College				
TAFE College				
Uni/College				
Uni/College				
Other				
Other				

EMPLOYMENT HISTORY				
From	To	Position	Employer	Reason for Leaving

REFERENCES				
Name	Relationship	Position	Day Tel #	Email Address

QUESTIONS	Yes	No
Have you any medical history and/or physical conditions, which may affect your performance of the inherent requirements of the work?		
Are you prepared to undergo a medical examination?		
Working with the aged is physical and mentally demanding, do you think you are able to meet the requirements to carry out your duties satisfactory?		
Are there any residual problems that necessitate modifications to duties that we need to be aware of? <i>If yes, please comment:</i>		
Do you have sufficient language and literacy skills to complete forms and participate in meetings?		
Do you speak any other languages (e.g. Dutch)?		
Do you have a current National Criminal Record Check?		
If you are applying for a Key Personnel position, and will be registered with the Department, do you have a current Bankruptcy / Insolvency check? If not, do you authorise for The Abel Tasman Village to conduct one on your behalf?		
Are you an Australian Citizen? If not, do you have a Visa that permits you to work in Australia and are there any employment restrictions?		
Do you have a Superannuation account?		
Do you have a Tax File Number (TFN)?		
Please supply a possible starting date:		
Please advise us of your availability to work:		

Please supply and attach to this employment application:

1. A resume
2. Two work references
3. Current criminal record check
4. Copies of any relevant formal qualifications

Note: Originals need to be brought to interview for verification.

Acknowledgment

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I acknowledge that I am personally responsible for renewing my Criminal Record Check and First Aid certificates when they fall due every three years.

Important

I acknowledge that unless otherwise stated a six month probation period will apply before a permanent position may be offered.

I agree on the duration of the probation period (six month’s from commencement of employment).

I agree that my performance will be closely monitored and that performance reviews will be conducted during the probational period.

I acknowledge that during the probational period this agreement is exempt from the unfair dismissal legislation and provides for the termination of employment.

I authorise the company to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have.

Further, I release the above-mentioned references from any and all liability for any damages that may result from information collected by this company.

To the best of my knowledge, I declare that all information given in this application form is true and correct.

Verification of eligibility to work must be satisfied for an offer to be made.

Applicant’s Signature:..... Date:.....

OFFICE USE ONLY	
Interviewed by:.....	Date:.....
Checked by:.....	Date.....