



Application for Employment

Personal Details

Given name: _____ Family name: _____

Preferred name: _____

Address: _____

Phone Number Daytime: _____ Mobile: _____

Email Address: _____

Position

Position Applied For: _____

Desired Employment Type:
(Check one) Full-time Part-time Casual

Available Start Date: _____

Qualifications

| Qualification | Institution/School | Date Completed |
|---------------|--------------------|----------------|
| | | |
| | | |
| | | |

Are you currently in school or receiving formal training?
(Check one) Yes No

If yes, what is the program and institution name? _____

Enrollment commitment:
(Check one) Full-time Part-time Distance Other

Previous Employment *(most recent first)*

| Employer Name | Dates from/to | Position held | Reason for leaving | Office use check initial/date |
|---------------|---------------|---------------|--------------------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |



References

Please provide contact information for three professional references.

| Name | Phone Number | Title/Relationship (e.g., supervisor) | For Internal Use initial/date | |
|------|--------------|---------------------------------------|-------------------------------|--|
| | | | | |
| | | | | |
| | | | | |

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

Yes No

Signature Disclaimer

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

Name: (please print) _____

Signature: _____

Date: _____



For Internal Use Only

Confidential – reference checks *For office use only*

| Reference name | Comments | Would re-employ? | | Initial | Date |
|----------------|----------|--------------------------|--------------------------|---------|------|
| | | Yes | No | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |

| | |
|---------------------------------|-----|
| Action | |
| Interview arranged for: | |
| Offer of employment made | |
| Position: | |
| Letter of advice sent: | By: |
| Letter of appointment signed: | By: |
| Induction due on: | |
| Payroll details entered: | By: |
| Probationary period expires on: | |
| Notes | |
| Application unsuccessful | |
| Letter of advice sent: | By: |
| Application to be destroyed on: | |
| Notes: | |