# JOB APPLICATION FORM

**APPLICANT SECTION**

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| Position applied for: |

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| **Personal details** |
| Name: | Maiden Name: |
| Preferred name: |
| Address: |
|  |
| Telephone | Daytime: | Mobile: |
| Email: |

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| **Current qualifications** |
| Qualification title | Institution/training provider | Year completed |
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| --- | --- | --- | --- | --- |
| Are you currently undertaking study/training? (pick one) | [ ]  | Yes | [ ]  | No |
| If yes, course/program name: |
| (pick one) | [ ]  | Full time  | [ ]  | Part time | [ ]  | Distance | [ ]  | Other |

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| **Previous employment (most recent first)** |
| Employer name/establishment | Dates from/to | Position held | Reason for leaving | Office usecheckinitial/date |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| Do you agree to have references contacted in relation to this application? (pick 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 (e.g. supervisor) | Office usecheckinitial/date |
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| What type of work are you available for? (pick one) | Full time | [ ]  | Part time | [ ]  | Casual | [ ]  |
| When will you be available for work? |  |

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| Please provide any other information that you identify as being pertinent to this application (e.g. medical conditions, disabilities) |
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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 organization. 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.

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| --- | --- |
| Signed: | Date: |

**EMPLOYER SECTION**

**Confidential – reference checks** *for office use only*

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| --- | --- | --- | --- | --- |
| Reference name | Comments | Would re-employ? | Initial | Date |
| Yes |  | No |  |
|  |  | [ ]  |  | [ ]  |  |  |  |
|  |  | [ ]  |  | [ ]  |  |  |  |
|  |  | [ ]  |  | [ ]  |  |  |  |

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| **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 discarded on:  |
| Notes |