**Application for employment**

Position applied for: .............................................................................................

Date: ..........................................

**Personal information**

Surname: ..........................................................................................................................................................

Given names: ................................................................ Mobile: ................................................................

Address: ...........................................................................................................................................................

................................................................................................ Email: ...............................................................

**Person to contact in case of emergency:**

Name: ..................................................................................................................................................................

Address: .............................................................................................................................................................

Tel: home: .......................................................... Business: ...........................................................................

**Education**

*Original certificates need to be sighted and photocopied.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schools, colleges and universities attended | Date from | Date to | Full or part-time | Please supply details (if applicable) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Trade or professional qualifications**

*Show dates gained*

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**Membership of relevant professional bodies, associations**

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**Employment history**

**Last or present position**

Employer’s name: ..........................................................................................................................................

Address: ...........................................................................................................................................................

Position held: ........................................................... From ........./........./......... To ........./........./...................

Reason for leaving: ........................................................................................................................................

Key duties and responsibilities: .................................................................................................................

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**Verification of identity and entitlement to work in Australia**

Please indicate the basis upon which you have a right to work in Australia:

* Australian citizenship
* New Zealand citizenship
* Visa
* Visa class and subclass…………………………………………………………………………………………………….
* Visa description (student, temporary or permanent) …………………………………….…..…………
* Visa holder role type (primary or secondary applicant…………………………………………………
* Visa status………………………………………………………………………………………………………………..…………
* Visa grant and expiry date……………………………………………………………………………………….……….
* Visa grant number……………………………………………………………………………………………………………
* Conditions applicable to your visa affecting your work……………………………………...………

**Medical information***Delete this section prior to giving the application to the job applicant, if this section is not relevant to the inherent requirements of the job for which the applicant is applying.*

Do you have any health problems or a medical condition which may affect your ability to perform the requirements of the position [as specified above or in the position description attached to this application]

If so please give details: ...................................................................................................................................

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Would you agree to undergo a medical examination to assess your suitability to be able to carry out the requirements of the position?

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**Referee list**

Please list below three referees whom you give your consent to us contacting, regarding your suitability for the position:

|  |  |
| --- | --- |
| Name of referee and position held | Contact telephone number |
|  |  |
|  |  |
|  |  |

Are there any other details relevant to the position you are applying for which you would like us to consider?

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I understand that all offers of employment are conditional upon satisfactory reference and background checks being obtained (including criminal record and pre-employment medical checks, as relevant and required for the position), and the production of all documents necessary for the company to verify my identity, qualifications and ability to work in Australia. I consent to the authorised representatives of the company contacting any person(s) or institutions relevant to this application to undertake these verifications and checks.

I certify that the information provided in this application is true and complete to the best of my knowledge, information and belief. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process, may result in my disqualification from further consideration for employment or, if I am employed, the termination of my employment.

Signature of candidate: ....................................................................................................................

Date:..............................