

Job application form

POSITION APPLIED FOR				
PERSONAL DETAILS				
Surname	Given name			
Preferred name				
Address				
Work phone				
Home phone				
Mobile phone				
Email				
CURRENT QUALIFICATIONS				
Qualification title	Institution/Training provider	Year completed		
Are you currently undertaking study/training? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Course/program name				
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Distance <input type="checkbox"/> Other <input type="checkbox"/>				
PREVIOUS EMPLOYMENT (MOST RECENT FIRST PLEASE)				
Employer name/establishment	Dates from/to	Position held	Reason for leaving	Office use check Initial/date
REFERENCES				
Do you agree to have referees contacted in relation to this application? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> 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 number	Position held/working relationship (for example, supervisor)	Office use check Initial/date	
What type of work are you available for? (tick one)				
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>				

OTHER INFORMATION				
When will you be available to start work?				
Please provide any other information that you identify as being pertinent to this application? (for example, medical conditions, disabilities)				
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		
CONFIDENTIAL For Office Use Only				
REFERENCE CHECKS				
Reference name	Comments	Would re-employ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	Date
POLICE CHECKS				
Comments		<input type="checkbox"/> Yes <input type="checkbox"/> No (Not appropriate)		
OTHER ACTION				
Action	Name	Date		
Interview arranged for	/ /			
Offer of employment made				
Position				
Acknowledgement letter sent				
Letter of offer sent				
Induction due on	/ /			
Payroll details entered				
Probationary period expires on	/ /			
NOTES:				
Application unsuccessful				
Letter of advice sent				
Application to be destroyed on	/ /			
Other				