

## Template – 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)  Yes  No

Course/program name

Full-time  Part-time  Distance  Other

### 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)  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 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  Part-time  Casual

## Template – Job application form continued

### OTHER INFORMATION

|   |  |
|---|--|
| When will you be available to start work?   |  |
| Please provide any other information that you identify as being pertinent to this application?<br>(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?<br><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:                             |      |      |
| <b>Application unsuccessful</b>    |      |      |
| Letter of advice sent              |      |      |
| Application to be destroyed on / / |      |      |
| <b>Other</b>                       |      |      |