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## **APPLICATION FOR EMPLOYMENT**

The information on this form is confidential and details will not be divulged to any person without authority unless such person has a statutory right to the information. This form should be completed accurately and signed by the applicant. [Click to complete text boxes](#)

Position applied for:

### **PERSONAL DETAILS**

Surname:

Given names:

Address:

Telephone Home:

Work: .

Mobile:

Email: .

Are you an Australian citizen?

If not, do you have a legal right to work?

You will be asked to provide proof of your right to work)

Have you ever been convicted and/or charged with a criminal offence which would under law, debar you from working with vulnerable people? Yes /No

If yes please provide details

### **PREVIOUS EMPLOYMENT – Show last or present employer first**

Employer Name:

From:Date

To:

Position held:

Main responsibilities:

Reason for leaving:

Employer Name:

Position held:

From:

To:

Responsibilities:

Reason for leaving:

Employer Name:

From:

To:

Position held:

Main responsibilities:

Reason for leaving

## YOUR SUITABILITY FOR THIS POSITION

Please ensure that you address all the essential and desirable requirements stated for the position on a separate attachment.

Have you had or do you currently have any illness, injury or disability (physical or mental) which may affect your ability to carry out the requirements of the position. If yes please specify

I hold a \_\_\_\_\_ drivers licence and can drive a manual or automatic vehicle.

If my application for this position is successful, I will undergo a medical examination at Glenray Industries' discretion and expense. Y/N

Do you have a criminal or court record for any matter that may affect your suitability for the position?

## QUALIFICATIONS (Please attach additional page, if necessary)

Name of Course	Date Completed	Result
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If my application for this position is successful, I authorise Glenray Industries to contact the following referees:

Name:	Position Held:
Business:	Telephone Number:

Name:	Position held:
Business:	Telephone Number:

Name:	Position held:
Business:	Telephone Number:

I understand that if my application for this position is successful and if the position is permanent, this permanency will be subject to the satisfactory completion of a three month probationary period.

I confirm that I have not been dismissed from any previous position held for misconduct or dishonesty.

Should I be successful in obtaining employment, I understand this information will form part of Glenray's information system and records. It may also be used in planning for provision of services.

I give consent to Glenray to use this information for assessment of employment suitability and to contact referees listed for the purpose of this application.

I declare that the information provided by me in this application is true and correct in every particular.

**Please note that any false or misleading information given in this application may render the contract of employment liable to termination.**

\_\_\_\_\_  
Signature: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

