# JOB APPLICATION FORM

*Use this form for applicants to fill in, when you advertise your vacancy. This will allow you to collect the essential details from all applicants.*

*The first section of the form is for the applicant to fill in and the second section is for the employer to fill in. This allows you to keep all the details about each applicant in the one form.*

**APPLICANT SECTION**

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| --- |
| Position applied for: |

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| --- | --- | --- | --- |
| **Personal details** | | | |
| Given name: | | Family 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?  (tick one) | | | | | |  | | Yes | |  | | No |
| If yes, course/program name: | | | | | | | | | | | | |
| (tick one) |  | Full time |  | Part time |  | | Distance | |  | | Other | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment (most recent first)** | | | | |
| Employer name/ establishment | Dates from/to | Position held | Reason for leaving | Office use check initial/date |
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| --- | --- | --- | --- | --- | --- | --- |
| 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 No. | Position held/working relationship  (eg supervisor) | | | Office use check initial/date | |
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| --- | --- | --- | --- | --- | --- | --- |
| What type of work are you available for? (tick 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  (eg 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 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: |

**EMPLOYER SECTION**

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

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

|  |  |
| --- | --- |
| **Action** | |
| **Interview arranged for:** <insert date> | |
| **Offer of employment made** | |
| Position: | |
| Letter of advice sent: <insert date> | By: <insert name> |
| Letter of appointment signed: <insert date> | By: <insert name> |
| Induction due on: <insert date> | |
| Payroll details entered: <insert date> | By: <insert name> |
| Probationary period expires on: <insert date> | |
| Notes | |
| **Application unsuccessful** | |
| Letter of advice sent: <insert date> | By: <insert name> |
| Application to be destroyed on: <insert date> | |
| Notes | |